Western Connecticut State University
Enrollment Management & Student Affairs
Assistant Dean of Students

Western Connecticut State University is pleased to announce applications are being accepted for an Assistant Dean of Students.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

The Division of Enrollment Management & Student Affairs helps prepare our students for lifelong learning and leadership as ethical and responsible citizens in a diverse global community. We offer services, activities and learning experiences for our students’ personal development and educational success. Additional information about the division and department can be found at: www.wcsu.edu/student-affairs/

**Position Summary:** The Assistant Dean of Students (ADS) assists the Dean of Student Success & Engagement (DSS&E) in Student Affairs in responding to student concerns, addressing student needs, and fostering an environment to benefit the health and welfare of the students at Western Connecticut State University. The ADS is responsible for the day-to-day case management operations for students of concern. In addition, the ADS works closely with various campus departments, as well as faculty, staff, and student guardian/family members, as appropriate. Supervises University Assistants and Student Employees, as necessary.

**Position Responsibilities:**

1. Primary point of contact for case management services, including implementing processes for effective triage of referrals, follow-up with students, and family/emergency contact notification in case of emergencies.
2. Provides on-call, after hours coverage and response, including during university break periods and holidays.
3. Works with appropriate University officials to facilitate satisfactory solutions to issues and problems that fall within the responsibilities of the office of the DSS&E. Advises the DSS&E on complaints with no definitive remedy and makes recommendation for resolution.
4. Serves as the member of the Student Care Team responsible for the creation, tracking, and managing of Student Care Team records/database. Conducts follow up with students, families, and campus entities, and coordinates the implementation of recommended interventions.
5. Works on special projects that may include designing and implementing programs/initiatives to educate the campus community about the programs and services in the area of student care.
6. Assists the DSS&E on special projects that may include assessment, filing state and university required reports, and policy review and development in the area of Student Affairs.
7. Maintains effective partnerships with key departments including, but not limited to, Judicial Affairs; Housing & Residential Life; Counseling Services; Campus Police Department; Diversity, Equity, & Inclusion; and other related offices.
8. Serves as the Parent Services coordinator (planning parent/family weekend as well as programming during orientation programs).
9. Responsible for fiscal management of all assigned operating budgets.
10. Participates in Commencement, New Student Orientation, and University committee work.
11. Represents the University in both local and national communities.
12. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level and responsibilities of the position.

Qualifications:

• Master’s degree required, preferably in College Student Affairs, Higher Education Administration, Counseling, Social Work, or related field.
• Four years’ experience in student affairs/development in higher education required.
• Experience working with students who have experienced mental health issues, personal crisis, and other related concerns.
• Demonstrated ability to formulate and implement student services policies and procedures and effectively communicate with students, parents, families, faculty, and staff.
• Willingness to work in a team-oriented environment.
• Ability to maintain confidentiality, where appropriate, and address sensitive issues with integrity and respect.
• Motivated, self-starter, and always willing to do what is best for the students and the university.

Salary & Benefits: The minimum starting annual salary is $78,262 – $101,594. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, employment verifications, and a criminal history record check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Please name your materials with your last name and email your materials to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – Assistant Dean of Students. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than Friday, March 29, 2024. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.
Position Announcement

Western is an Affirmative Action Equal Opportunity Educator/Employer