

Associate Dean of Students

Summary: The overall mission of Student Life is to develop, implement, and evaluate a student affairs program for the purpose of student learning and development. The Associate Dean of Students supports this mission through strategic planning, student support, and evaluating. This full-time, 12-month, benefits-eligible position serves on the senior leadership team within the Division of Student Life and reports to the Vice President for Student Engagement/Dean of Students. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities

- Serves as a senior member of the leadership team for the Dean of Students staff within the Division of Student Life
- Provides leadership for the Student Life Division in the absence of the Vice President for Student Engagement/Dean of Students
- Supervises a staff of full and part-time professionals and provides leadership, feedback and supervision
- Working closely with the Director of Institutional Effectiveness, leads the assessment/evaluation processes for the Student Life division, including taking lead on initiatives required by the accreditation process, aligning the division's plans with the assessment and strategic priorities for the University
- Provides leadership and direction for Student Life Hiring processes, including implementing and update hiring processes and best practice search strategies, including bias reduction practices, reviewing search materials, and assisting search committees as needed
- Provides developmentally appropriate feedback and coaching to Student Life staff members to help them reach full potential in their roles and achieve desired outcomes
- Serves as one of the primary support persons for student crises and emergencies, including providing follow up care and serving as a co-facilitator for the Student Support Team alongside the Assistant Dean for Student Success
- Serves on permanent committees including the Emergency Operations Team, Athletic Appeals Committee, Financial Appeals Committee, and other time limited committees that align with role responsibilities
- Recommends policy changes for the Honor Code and assists the Assistant Dean of Conduct in updating of the Queens Honor Code annually
- Leads and coordinates key policy and procedures reviews including the Biennial Alcohol Review and other internal reviews as requested
- Supports VPSE/Dean of Students in key areas as needed, including but not limited to strategic initiatives, planning, and policy development
- Consistently serves as an advocate for diversity and cross-cultural understanding to create a welcoming campus to all students
- Serves in an on-call rotation as Student Life senior leadership back up to the first line responders.
- Manages the Student Life Division Budgets, which includes coordinating annual budget planning for the division, managing the distribution of special accounts such as the Student Emergency Fund or other gift or donated accounts for specific purposes, and ensuring that budgets are reconciled each year
- Coordinate division meetings, retreats, training, and other professional development opportunities for the division
- Create, maintain, and implement co-curricular components of the general education program

Secondary Duties and Responsibilities

- Other duties and special projects may be assigned to meet department and university needs
- Assist students and guests who visit the office
- Serve on committees and task forces with faculty, staff, and students

Experience, Knowledge and Skills Required

- Master’s Degree with 7-10 years-experience in Student Affairs or Higher Education, with evidence of progressively more responsible roles
- Must enjoy working directly with college-aged students
- Crisis management experience, including working with or supporting students who have mental and emotional health challenges required
- Ability to quickly build warm, collaborative, working relationships with faculty, staff and students that inspire professional trust
- Strong organizational and planning skills
- Ability to create strategic processes and policies that align with division and University priorities
- Proficient at multi-tasking in a fast-paced environment
- Excellent problem-solving skills and ability to discern when to independently solve problems or to elevate to a higher level or different department
- Capacity to recognize patterns and provide reasonable foresight when planning or problems arise
- Skilled in autonomous decision-making, with transparency in decision-making and management
- Understanding of programmatic assessment and evaluation
- Ability to keep sensitive information confidential; familiarity with FERPA
- Ability to work effectively independently and within a team
- Skilled at holding others accountable while also affirming their humanity
- Skilled at being flexible and adept to change
- Experience in serving on search committees and hiring employees preferred
- Previous supervisory experience preferred
- Experience managing budgets preferred
- Experience working with accreditation processes a plus

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “**ADS-SLSE**” and **YOUR NAME** in your email Subject Line.

(**Example:** ADS-SLSE Nolan Wesley)

Submissions received by March 25, 2022 will receive first consideration. Queens will continue to accept submissions until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new



opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, Queens aspires to become **the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (with or without reasonable accommodation)

- Visual Abilities: Read reports, create presentations, and use a computer system.
- Hearing: Hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, Grasping, Feeling: Write, type, and use the telephone, copier, and computer systems.
- Mobility: Open files and operate office machines; move between departments and attend meetings across campus.
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, Pulling, Pushing: Exert up to 25 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Must be willing and able to occasionally work a flexible schedule (e.g., nights and/or weekends) to meet requirements of the position.
- Work in office and conference environments, involving contact with students, faculty, staff, community members, service providers, and vendors.
- Work has deadlines, interruptions, high volume and may be stressful at times.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.