POSITION TITLE: Assistant/Associate Dean for the Sophomore Experience

POSITION OBJECTIVE:
Reporting to the Dean of Student Success, the Assistant/Associate Dean for the Sophomore Experience is the sophomore class dean and is dedicated to the oversight of the Sophomore class. The Class Deans are important to the success of students and are often the first people students connect with to identify necessary resources and help guide the college experience. The Assistant Dean provides high quality, high impact academic and co-curricular advising to approximately 400 sophomores on a variety of issues including but not limited to academic progress and completion of graduation requirements, academic policies, academic choices and decisions, and personal matters that may impact academic performance and persistence. The Assistant/Associate Dean leads the Sophomore Plan, a year-long program which invites students to reflect on their progress to meeting college-wide requirements, consider studying abroad, engage in resume development, finalize the declaration of their major, and set academic and co-curricular priorities for the junior and senior years.

RESPONSIBILITIES:

- Serves as Sophomore Class Dean.
- Leads the Sophomore Plan and assists sophomores with completion of the College-wide Requirements Plan, major declaration, connects students with the Career and Civic Engagement to develop a resume, and connects students interested in Study Abroad with Global Education.
- Coordinates class specific programming, Praxis independent study, the 360° interdisciplinary experience and summer opportunities, collaborating with other class deans, faculty, and staff when appropriate.
- Collaborates with the Director of Global Education on study abroad programming, supports academic review of applications for College approval to study abroad, and serves on the Study Abroad Committee.
- Provides exploration opportunities for academic program offerings through the spring semester Academic Open House.
- Communicates and collaborates with and provides guidance to faculty major advisors.
- Provides occasional academic, personal, and co-curricular advising to students of other class years and connects students to appropriate academic and non-academic support services and resources.
• Works closely with other constituents of the college to develop, implement, and direct on-going efforts in support of the College’s mission and contribute to the programs and services offered by the Office of Student Success, Dean of the Undergraduate College Division, and other areas of the College as necessary.
• In consultation with the Committee on Academic Standing, creates strategies for students in academic jeopardy and closely monitors their academic progress.
• As a member of the College’s Care Team, serves in an emergency on-call rotation, and collaborates with Residential Life, the Health and Wellness Center, Campus Safety and others to provide support for students of concern.
• Participates on Title IX and other hearing panels as necessary.
• Performs other job-related duties as assigned or directed.

SKILLS, ABILITIES, EXPERIENCE AND EDUCATION:

• Ph.D. preferred, Master’s required in Student Affairs, Higher Education, Counseling, Leadership, or another related field.
• Minimum of 5 years’ experience teaching and/or working with students and faculty in a higher education setting, or any combination of experience, education or training which provides the necessary skills, abilities, and knowledge.
• Demonstrated experience of having worked with and/or taught students in an academic environment.
• Demonstrated commitment to student development and to the goals of a liberal arts education.
• Superior interpersonal skills and cultural competence appropriate for a diverse student population.
• Ability to establish rapport with students and to work constructively and effectively with students in potentially challenging situations.
• Ability to work independently and to exercise independent judgement.
• Ability to work collaboratively with colleagues and with a wide range of community constituencies.
• Excellent oral and written communication skills.
• Accuracy and attention to detail.
• Flexibility in dealing with multiple daily tasks and interruptions.

This position may require occasional nights and weekends throughout the academic year.