Assistant to the Vice President of Student Development

DESCRIPTION OF JOB:

The Assistant to the Vice President of Student Development provides leadership for Judicial Affairs programs, processes and policies as well as institutional and divisional policy development and implementation. Provides guidance and management of the student assessment activities, and supports student assessment activities across campus. Serves as primary assistant to the Vice President for Student Development/Dean of Students and serves as Acting Dean in the absence of the Vice President for Student Development/Dean of Students. As a member of the Student Development Staff, assists in engaging all students in meaningful educational experiences, in and out of the classroom. Serves on several institutional and division-wide committees. Researches and completes required reports and documents that are central to the work of the Student Development Division at Edgewood College.

Responsibilities:

Assistant to the VP for Student Development

- Serves as Judicial Officer, updating procedures, training, publications and website, and provide training of judicial board members.
- Serves as liaison to Academic Affairs concerning classroom and student behavior support.
- Provides leadership in the area of institutional and divisional policy development and implementation.
- Represents the Division of Student Development on institutional committees, task forces, and groups. Also serves on Student Development division-wide committees.
- Serves as Acting Dean in the absence of the Vice President of Student Development/Dean of Students.
- Researches and completes required reports and documents.
- Provides guidance and management of the student assessment and evaluation activities.
- Investigate and propose ideas for improving the services, programs and supports available to students at Edgewood College.
- Serves as member of the Student Development staff attending meetings and retreats.

Administrative Functions

- Develops and administers student conduct budgets.
- Supervises the publishing of all Student Judicial process publications, forms and documents.
- Provides on-going training and development of Student Judicial Boards

JOB QUALIFICATIONS

Necessary Education or Work Experience:

- Master's Degree in College Student Personnel or related field required.
- Minimum of 3 years professional experience in Student Conduct related work.

Required Skills and Knowledge:

- Experience and/or a depth of related knowledge in the areas of Judicial Affairs, Title IX Compliance, Sexual Assault Awareness, and Student Affairs
- Experience working with students in co-curricular, as well as curricular settings in higher education.
- Demonstrated strong communication and interpersonal skills
- Problem solving/conflict resolution skills
- Awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.
- Ability to balance multiple responsibilities
• Organization skills
• Computer proficiency and abilities
• Experience and/or a depth of related knowledge in the areas of student assessment and evaluation

Other Qualifications:

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

Candidates who apply by July 15, 2016, will be given first consideration; applications will be accepted until the position is filled

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – AVPS
1000 Edgewood College Drive
Madison, WI 53711
E-mail: humanresources@edgewood.edu
Equal Opportunity Employer