

## Indiana University of Pennsylvania Assistant Dean of Students Job Description

The Position: Indiana University of Pennsylvania invites applications for the position of Assistant Dean of Students (Manager Level 180), working for the Vice President for Student Affairs, who also chairs the Concern and Response Team.

The Assistant Dean of Students' position is responsible for providing leadership in the development, implementation, and coordination of a comprehensive case management program for all students identified as "students of concern/at risk." This includes providing leadership in the coordination of care for students of concern/at risk, identifying and developing University policies, procedures, and practices with regard to students of concern/at risk, and serving as a resource to faculty, staff, and students. The Assistant Dean promotes student success by coordinating and providing resources and services for at-risk students. The Assistant Dean also educates the campus community about identifying troubling behaviors and making referrals for distressed or high-risk students.

Qualifications: The successful candidate must have a Master's degree in public health, student affairs, criminology, sociology, psychology, or a related field. At least five (5) years of successful and progressively advanced employment history as coordinator, assistant director/dean of students, residence life, judicial affairs, campus safety, crisis management, health education, counseling, college health, or other relevant departments within Student Affairs, Campus Safety, or within community-based settings supporting people with concerns or in distress is required. The candidate must be work eligible, demonstrate very strong oral and written communication skills and strong administrative skills, perform well in the interview(s), and on-campus presentation(s).

To apply: Send cover letter of application, resume, transcripts, and names, telephone numbers, and e-mail addresses of three references to Search Committee Chair, Sutton Hall, Suite 211-216, 1011 South Drive, Indiana, PA 15705-1046. Applicant review will begin immediately. The position will remain open until filled; applications received by August 13, 2012 can be assured full consideration.

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