

Edison State Community College invites qualified candidates to apply for the full-time position of Dean of Student Affairs. The Dean of Student Affairs serves as the Chief Student Affairs Officer. The Dean will lead, manage, and have budgetary responsibility for the Student Affairs division of the College and provide vision, planning, and leadership for the active integration of enrollment management, advising, and student success strategies and goals throughout the college. This position plays a major role in and will direct decisions and implementation of policies and processes that affect all aspects of student recruitment, admissions, retention, completion, and conduct.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

- Develop, plan, implement, manage, and assess the college's comprehensive Student Affairs activities and initiatives including:
 - Long-term and mid-term planning to address student success, recruitment, enrollment, and retention needs.
 - A data-informed Strategic Enrollment Management Plan that aligns with the college's mission, vision, and strategic projects.
 - A comprehensive annual retention plan that includes outreach and strategic partnerships.
- Ensure compliance with all federal, state and ODHE laws and policies impacting students.
- Provide management of outreach initiatives including College Credit Plus and other enrollment initiatives.
- Lead the integration and implementation of recruitment, retention, and completion efforts by creating innovative enrollment strategies to sustain and grow enrollment on an inter- and intra-departmental basis.
- Ensure a robust and supported student journey from first contact to graduation.
- Assist in developing grant proposals to provide unique funding to assigned programs from outside governmental and private agencies.
- Compile and analyze enrollment trends and recommend strategic interventions to enhance enrollment and retention.
- In collaboration with academic and student affairs staff, address and resolve student conduct issues.

- Oversee and provide leadership in Student Life initiatives, including developing, planning, implementing, and assessing efforts to build support services, including overseeing the student resource center, as well as maintaining a robust student life program.
- Develop and maintain an active student government program and act as staff advisor to student government in the absence of a faculty advisor.
- Coordinate and serve as a resource for student clubs and their faculty and student leadership.
- Oversee, approve and manage distribution of the Student Emergency Fund.
- Serve as Deputy Title IX Coordinator (encompasses Anti-Hazing compliance).
 - Research, develop, and provide Title IX and Anti-Hazing student training, including specific face-to-face modules for athletes and medical program students.
 - Attend trainings and serve as an Investigator for the Title IX Team.
 - Coordinate the ODHE Changing Campus Culture initiatives to meet recommendations.
- Develop and monitor the budgets for Student Affairs.
- Perform other duties as assigned by the Provost.

Required Knowledge, Skills, and Personal Qualifications:

- A strong background in and a demonstrated commitment to current practices related to student services, enrollment enhancement, and retention techniques and strategies.
- Demonstrated successful experience with student success, retention, and completion strategies and theory.
- Demonstrated management skills, including budgeting, personnel, and strong verbal, written, and analytical skills.
- Demonstrated ability to lead and manage change effectively.

Required Experience:

Minimum of 5 years of leadership experience in a higher education setting; community college leadership preferred.

Minimum of 3 years of leadership experience working in an area of Student Affairs in a higher education setting; community college experience preferred.

Required Educational Background:

The completion of a Master's degree from a regionally accredited institution in an area appropriate to the responsibilities of the position.

Supervises the following staff:

- Director of Athletics
- Director of Enrollment Management
- Director of Career Pathways Advising
- CRM and Strategic Communications Manager
- Student Resource Center Staff
- Registrar

Other Responsibilities:

- Deputy Title IX Coordinator
- President's Council
- Lead, Cares Team
- Academic and Student Affairs Coordinating Council
- OACC Chief Student Affairs Officers
- Title IX Team
- Threat Assessment Team
- SART Teams