



## NOTRE DAME COLLEGE

### JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population for personal, professional, and global responsibility.

<b>Position Title:</b>	Assistant Dean of Students
<b>Department:</b>	Student Affairs
<b>Supervisor:</b>	Dean of Students
<b>Position Duration:</b>	12 months
<b>Hours of Work:</b>	35 hours/week; some evening and weekend work required

#### MISSION:

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional, and global responsibility.

#### FUNCTION:

The Assistant Dean of Students is a member of the Notre Dame College Student Affairs staff and reports directly to the Dean of Students. The Assistant Dean is responsible for supervising and providing leadership to Student Engagement & Leadership and the Falcon Café as well as overseeing daily operations of the student conduct process. The Assistant Dean must be a champion of student learning and success. They actively look for ways for new engagement with an ever-changing student population. They are also a passionate supporter of diversity, equity, and inclusion efforts. The Assistant Dean works closely with the Director of Student Engagement & Leadership in overseeing and planning the Welcome Week activities.

The Assistant Dean assists the Dean of Students in creating a vibrant and positive student experience in fulfilling the mission started by the Sisters of Notre Dame. They work closely with the Dean of Students in evaluating and assessing the overall student experience and look for ways to enhance that experience. In addition, the Assistant Dean will also co-advise the Student Government Association with the Dean of Students. The Assistant Dean also assists the Dean of Students in day-to-day operations of the school and directs the division of Student Affairs in the Dean's absence. The Assistant Dean will share "on-call" duty for emergencies. Other duties as assigned.

#### DUTIES AND RESPONSIBILITIES:

- This position is responsible for overseeing daily operations of the student conduct process which includes, but is not limited to:
  - Conducting investigations into alleged violations of the Student Code of Conduct.
  - Reading all incident reports, determining charges, and delegating cases.

- Facilitating all hearing and appeal boards.
- Recruiting, selecting, and training hearing board members.
- Conducting regular trainings for hearing and appeal hearing boards.
- Providing educational opportunities/programs to the campus community.
- Maintaining accurate records and database management.
- Compiling and reporting annual crime statistics in accordance with the Clery Act.
- Develop strong communication between Residence Life and the NDC police department.
- Be a trained Title IX investigator – the college will provide training for this responsibility
- In conjunction with various offices across the college, plan and execute Welcome Week activities and events
- Serve on the College’s Care Team.
- Support college critical activities such as: Orientation, Homecoming, and Commencement.
- Evaluate, assess, and support the areas of Student Engagement & Leadership, and the Falcon Café.
- Co-chair and facilitate with the Dean of Students Senior Week activities.
- Co-advise the Student Government Association with the Dean of Students.
- Assists in day-to-day operations of Student Affairs and directs the division in the absence of the Dean. Also helps the Dean of Students in an overall assessment of Student Affairs and advises the Dean on best practices in Student Affairs learning.
- Share “on-duty” responsibilities

**SUPERVISION:** - Supervise the Manager of the Falcon Café and the Director of Student Engagement & Leadership.

**MINIMUM QUALIFICATIONS:**

Education:

- A successful candidate will have earned a master’s degree, or doctoral degree, in College Student Personnel, Higher Education Administration, or related area.

Experience:

- Three to five years of progressive responsibility in Student Affairs, or related area; and have supervision experience.
- Experience with student conduct; interviewing and investigating; training students, staff, and faculty; budget management.
- Experience providing student programming and outreach.
- Experience in working with diverse student populations.
- Experience should also include outstanding organizational skills, leadership, management, supervisory, programming, interpersonal, oral and written communication, advising, and problem-solving skills; high degree of energy; sensitivity to the academic and personal needs of college students; understanding of liberal arts education; enthusiasm for teaching and learning that goes beyond the classroom.

**DEMONSTRATED KNOWLEDGE, SKILLS & ABILITIES INCLUDE:**

- Creativity in designing new programs or policies that meet the needs of the student population.
- Ability to analyze complex situations, exercise sound judgement, and apply policies and procedures.
- An understanding of current issues in student conduct, trends in higher education, and federal compliance.
- Ability to effectively work with all college constituents including students, faculty, and staff as well as parents and other outside entities.
- Ability to manage and effectively supervise professional staff.
- Strong crisis management skills.
- Strong interpersonal, oral, and written communication skills. Effective formal presentation skills.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country’s best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

**HOW TO APPLY:** Please send a resume, and cover letter to: [careers@ndc.edu](mailto:careers@ndc.edu). Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview

