Vice President for Student Life

Position Summary:
The Vice President for Student Life and Dean of Students reports to the President and is responsible for leading and developing the co-curricular dimension of the college. In providing leadership and supervision of the Student Life division, the VP/SL develops and articulates the overall vision and direction of the Student Life division in collaboration with the Provost and in support of the mission of the college including leadership of the following key areas: Residence Life, Housing and Parking, Campus Pastor’s Office, Health Services, Counseling Services, Intercultural Programs, the Office of Campus Life (First Year Experience, Student Leadership Development), and the Office of Life Planning (and Career Services).

Qualifications:
- Minimum of ten years experience in higher education including broad, successful, and progressively responsible experiences in mid-level and senior-level student development positions.
- Earned master’s degree in a relevant field required, earned doctorate preferred.
- Demonstrated personal support for, and ability to articulate, the distinctives of a Christian liberal arts college.
- Proven ability to develop and implement innovative co-curricular programming to meet the diverse and changing needs of college students.
- Ability to work collaboratively with students, faculty, staff, administrators, trustees, parents, alumni and all other related constituencies.
- Proven administrative abilities related to personnel and fiscal management.
- Winsome personality and active, vibrant Christian faith.
- Ability to facilitate change, manage conflict, and sustain institutional priorities and mission.

Responsibilities:
Student Life Division:
- Actively engaged with all aspects of the co-curricular experience for students living on and off campus.
- Lead and develop a competent, creative and cohesive staff that reflects the divisional priorities and mission of Student Life. To this end, lead staff for: 1) be actively aware of students’ college experiences and to seize every opportunity to assist students in processing and reflecting upon those experiences; 2) design, facilitate, and inspire beyond-the-class learning experiences and environments; 3) demonstrate knowledge of issues relevant to student life including up-to-date awareness of trends, issues, and
projections related to higher education; 4) provide excellent services that enrich and support students’ academic, social, spiritual, physical, and emotional needs and development in the context of God’s calling for their lives.

- Review the functions of personnel, programs and policies to insure consistency with the College’s Mission Statement.
- Establish and execute a timeline for program review of each department within the Student Life division.
- Provide leadership, direction and vision for the Dean’s Council, which consists of direct reports as well as other key Student Life professionals.
- Utilize the Dean's Council to develop short and long-term goals and objectives for the Student Life Division as a whole, and work with directors and deans in the development of individual departmental goals and objectives.
- Develop and implement Student Life strategic planning priorities where resources are allocated on the basis of careful assessment of intended learning outcomes.
- Work actively with student life staff to resolve student issues and meet the needs of students in crises. Communicate with parents and work to de-escalate sensitive situations.
- Provide leadership to policies and procedures related to student conduct. Serve as hearing officer in administrative and/or committee student disciplinary proceedings. Review dismissal and suspension decision on student disciplinary issues as necessary.
- Develop opportunities for personal and professional development in order to encourage staff awareness of current issues, trends, and programs that can impact student development, faith commitments, and learning.
- Maintain an effective system of fiscal management, control and reporting.

Campus Colleagues/External Relationships:

- Develop, implement, and communicate a student development philosophy of education and service to all relevant constituencies.
- Partner with appropriate colleagues on a variety of issues and projects including policy development, assessment, long range planning, and collaboration to address specific student needs/concerns. Serve as a resource/liaison to academic departments and other departments on issues related to students and their development.
- Develop strong collegial relationships with faculty and empower Student Life professionals to do the same.
- Work with Provost and others as appropriate to develop academic and co-curricular partnerships.
- Lead the entire Student Life Division, and especially the Campus Pastor’s Office and Residence Life in the development of program initiatives that advance the college’s priority of “whole person development.”
• Represent the college as appropriate at regional and national conferences as well as local and regional committees.
• Initiate programs to constructively utilize parent desire for involvement.
• Participate in the spiritual growth, development, care and support of other employees.
• Collaborate with Director of Global Program to ensure fulfillment of the Student Life components of their global program.
• Relation of Student Life and Global Education Office
• VP/Student Life responsible for helping fulfill the global plank.

Executive Team:
• Meet regularly with the President to ensure that he is informed and aware of campus climate, student concerns, critical/sensitive issues, and successful programs.
• Identify and facilitate best opportunities for the President to be involved with students.
• As a member of the Executive Team, provide regular updates and perspectives on student needs and priorities and initiate ideas to enhance the education of students.
• Collaborate on institutional priorities and fiscal considerations.

Additional Responsibilities include:
Serve as Executive Team liaison to the Student Life Committee of the Board of Trustees and the Student Life Committee of the Faculty; member of the Diversity Committee, the President’s Council, and Strategic Planning Committee; other responsibilities as assigned.

Expectations for workplace demeanor (include but are not limited to): working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Reports to: President and serves as a member of the Executive Team.

Applicants should submit a letter of interest reflecting on the position; a resume; and the names, addresses and telephone numbers of five references. Submit nominations and applications to:

Helen Park, Executive Assistant, Office of the President 955 La Paz Road Santa Barbara, CA 93108-1089 hpark@westmont.edu
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