Assistant Vice President and Dean of Students
ABOUT IDAHO STATE UNIVERSITY

Idaho State University (ISU) combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences, pharmacy, and business. Its president Kevin Satterlee is bringing vision and excitement to ISU. His administration is one of passion, communication, and transparency for the benefit of not only the university but also its surrounding community. To read more, visit www.isu.edu.

ISU, a Carnegie-classified doctoral research and teaching institution founded in 1901, has a low student to teacher ratio of 14.1. As a state leader in the health sciences, ISU offers widespread health services to the community, as well as multiple degrees in more than 50 health-related areas, including nursing, pharmacy, physical therapy, speech pathology, and physician assistant studies. In addition to significant offerings in health sciences, ISU offers a wide array of graduate programs through colleges in business, education, technology, arts and letters, and science and engineering. Education at ISU is filled with real-world experience; the $2.3 million Career Path Internship program helps aid hundreds of students’ career goals by pairing students with paid on- and off-campus internships. In their spare time, students can choose from more than 70 student organizations, enjoy nature through the Outdoor Adventure Center, or drive to Craters of the Moon nature reserve or Yellowstone National Park. The Stephens Performing Arts Center on the ISU campus is nationally ranked as one of the most impressive performance venues on a university campus. It is home to the Idaho State Civic Symphony and is also host to numerous plays, concerts, recitals, and art performances.

As an NCAA Division 1 school, ISU competes in the Big Sky Conference offering robust athletic programs to students such as basketball, cross-country, tennis, track and field, volleyball, softball, football, golf, and soccer. Read more at isubengals.com.
THE OPPORTUNITY

The Assistant Vice President and Dean of Students is responsible for fostering a commitment to student success by actively developing, implementing, and maintaining programs and services that enrich student learning, build and maintain a strong sense of community, and support the social and personal development of students at Idaho State University. Serving as a primary advocate for student success and leading efforts to respond to student issues, the Dean of Students manages the university’s response to critical incidents; administers the Student Conduct Code; supervises and oversees units and departments dedicated to student support and advocacy including Veteran Student Services, Student Leadership and Engagement, and the Bengal Parent and Family Network; serves as liaison to campus and community organizations relative to student issues; works closely and in conjunction with the Director of Equity and Inclusion to ensure student organizations and initiatives are equitable and inclusive. Serving as the lead and project manager for many divisional strategic initiatives, this person is an integral member of the Student Affairs Leadership Team.
KEY AREAS OF RESPONSIBILITIES AND SPECIFIC JOB TASKS

Leadership/Supervision

- Supervises the Coordinator of Student Care and Assistance, Director of Veteran Student Services, Director of Student Leadership and Engagement and the Center for Student Activities and Organizations.
- Creates a team environment among staff members regarding accountability and commitment to achieving the goals of the Division of Student Affairs.
- Recruit, hire, support, train, and evaluate a diverse staff of professional and student employees.

Operational and Financial Management

- Manages the Dean of Students operation.
- Hires, evaluates, and supervises staff.
- Coordinates internships, practicums, and student employment.
- Ensures appropriate expenditures and adherence to budgeting rules and processes.
- Serves as a member of the Student Affairs Leadership Team.

Strategic Planning

- Serves as a key player in student retention initiatives.
- Oversees the Bengal Parent and Family Network including annual meetings, monthly newsletters, and developing a vibrant and engaging interactive process with parents and families.

Communication and Outreach

- Manages the university’s and division’s response to critical incidents; ensures appropriate student, staff, and faculty case management; serves as chairperson of the university’s Care Teams (student and employee), including outreach, engagement, and crisis response; initiates and coordinates programs and outreach addressing student needs and issues; meets with student groups, parents and families, faculty, and representatives of university offices to resolve problems; communicates with students’ families, as appropriate; and addresses problems and organizes university resources to maximize student success.
- Engages with the campus community by being visible at events and outreaching to various campus organizations. Coordinates and supports various student leadership recognition and promotes Student Affairs as a critical partner and agent to encourage problem solving, compassion, accountability, advocacy, and student success.
- Provides advice, support, and counsel to faculty, staff, and others on responding to student concerns; and implements faculty and staff outreach, communication, and professional development on student-related topics.
- Develops and coordinates a conflict mediation and resolution program for students.
- Leads the university in developing a protocol and a process to support free speech and freedom of expression. This includes developing, as necessary, a campus demonstration / celebration protocol.
Compliance
- In collaboration with the Title IX Officer, ensures the University’s response to allegations of student sexual misconduct are fully vetted and responded to appropriate, provides support and assistance to both complainants and respondents; supports the University’s response to allegations of student sexual misconduct in collaboration with the Title IX Officer; ensures provision of remedial support and services to victim survivors, supports investigations of student sexual misconduct complaints and provides timely adjudication of student conduct cases; and maintains knowledge of other current student-related regulatory obligations and coordinates activities to ensure compliance.
- Administers the Student Conduct Code; develops and interprets university policies and procedures related to student rights and responsibilities, student conduct, and records, and assists in the administration thereof; advises students as to applicable policy and procedural provisions; identifies and recommends individuals for hearing panels and hearing officer assignments; trains hearing officers and panels; counsels students and/or administrators as to hearing or review proceedings, and related matters; serves as a liaison with campus and local police for matters related to students; and assists with university compliance procedures related to the Clery Act.

Quality Improvement
- Assists in the creation and delivery of programs and initiatives to instill a shared vision of trust, compassion, stability, and hope for staff and students at all levels.
- Actively develops, engages in, and supports university efforts in the areas of diversity, equity, and inclusion. Partners with the Office of Equity and Inclusion to develop appropriate responses to incidents of bias.
- Provides advice and counsel to the Vice President on student-related matters; represents the university and Division of Student Affairs on various community and university committees and task forces; and performs other duties as assigned.

POSITION QUALIFICATIONS
Required Qualifications: Master’s degree in higher education, student affairs, or a related field with significant progressive and effective leadership experience in student affairs at the university level; committed to creating a culture of equity, inclusion, and advocacy; excellent interpersonal, listening, written, and verbal communication skills with the ability to establish strong campus and community partnerships; experience with crisis and risk-reduction management experience and principles; awareness of, and experience with, student conduct and Title IX.
Desirable Qualifications: Doctoral degree in higher education, counseling, college student personnel, or related field; trained in Title IX and Clery regulations.

PROCEDURE FOR CANDIDACY
Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by November 30, 2019, will be given first consideration. Applicants should submit a resume, letter of interest summarizing qualifications and interest in the position, and three to five professional references. References will be contacted later in the process and not without advance notice to applicants. Salary will be commensurate with education and experience. An offer of employment will be conditional, pending successful completion of a background investigation.

To apply online, click here. Idaho State University is committed to building a diverse university community and encourages members of underrepresented groups to apply. Additional information regarding the university can be found at https://isu.edu/about/.
POCATELLO AND SOUTHEAST IDAHO
Southeast Idaho is centrally located between Salt Lake City, Utah, and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park, and Jackson, Wyoming. Southeast Idaho is often thought of as an outdoor lover’s paradise with something for everyone. The hills and the spectacular northern Rockies around Pocatello are covered with mountain bike trails and provide access to outdoor activities such as camping, fishing, hiking, hunting, skiing, kayaking, and rock climbing.

Interesting facts about Pocatello and Idaho:
- The city of Pocatello is located in Southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny, and dry is the norm.
- Residents of Pocatello enjoy the city’s 32 parks, the Idaho Museum of Natural History, the Fort Hall Replica, golf courses, a swimming complex, bike and hiking trails, Pocatello Junction, a skate park, and Zoo Idaho.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by nearly 55,000 residents.
- Based on average housing costs, utilities, healthcare, transportation, groceries, and other services, Idaho’s cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business, and information services are growth sectors.
- According to FBI statistics, Idaho’s crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

For additional information on Pocatello and Southeast Idaho, please visit:
City of Pocatello Idaho www.pocatello.us
Visit Pocatello.com www.visitpocatello.com
Greater Pocatello Chamber of Commerce www.pocatelloidaho.com
Position Profile

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