Associate Dean for Student and Alumni Affairs
Position Description

Overview

Provides leadership in the strategic planning and implementation for student services and alumni affairs functions in support of the mission of the College of Nursing. Areas of responsibility include student recruitment, enrollment, and retention and alumni engagement

Responsibilities

- Leads and supervises the planning, organizing, directing, staffing, coordinating, and oversight for programs and policies of the student services function of the College, including recruitment, enrollment, registration, student development and retention, events, and graduation activities.
- Responsible for developing programs, services and policies that enhance the quality of the nursing student experience.
- Collaborate with UMSL Academic Affairs and enrollment management leaders on campus to promote a comprehensive, integrated approach toward enhancing and improving the recruitment, retention and completion rates of nursing students across all programs.
- Collaborate with the associate dean for academic programs, academic program directors, faculty and staff in developing and maintaining undergraduate and graduate nursing student recruitment plans that achieve enrollment goals.
- Oversee development and implementation of overall College marketing plan and materials for student and faculty recruitment.
- Develop tools and campaigns that fully leverage use of all media, including social media, to increase communication and engagement with prospective and current students and alumni.
- Works with the Student Affairs staff across campus, student groups and other members of the College community in developing co-curricular and extra-curricular programming assuring integration with the academic life of the institution and encouraging student personal growth and development.
- Provide leadership to the development of a culture that supports student achievement and success.
- Recommends budgets and other resources to support student services and alumni engagement functions.
- Seeks and facilitates extramural funding to support student recruitment, retention, and financial support.
- Collaborate with the dean, associate/assistant deans, program directors and faculty to advance the college mission, vision, and strategic plan.
- Prepare reports related to student recruitment, enrollment, and retention and alumni engagement within the College of Nursing.
- Teach in the graduate or undergraduate programs as related to his or her area of expertise and serve on doctoral student committees as appropriate.
• Provide service to College and University committees and as a member of the profession.
• Represent the dean at designated campus, community, and professional meetings.
• Oversee the daily operations of the Student Services Office including hiring, training and supervisory responsibility for student services staff members.

Qualifications:

The successful candidate will possess the following qualifications:

Required

• Earned doctorate.
• Evidence of progressive experience in higher education student services.
• Evidence of ability to collaborate effectively with interprofessional colleagues.
• Demonstrated leadership ability.
• Evidence of the ability to mentor others.
• Evidence of strong verbal and written communication skills
• Demonstrated strong interpersonal skills.
• Demonstrated ability to work effectively with individuals from diverse backgrounds

Preferred

• Evidence of success in securing funding for projects.
• Experience with nursing or other health related academic programs.

Application Instructions

To apply: https://myhr.umsystem.edu/psp/tamext/STLOU/HRMS/c/HRS_HRAM.HRS_CE.GBL?SiteId=11

Applicants must combine all application materials (cover letter, resume, and list of three references with contact information) into one PDF or Microsoft Word document and upload as a resume attachment. Limit document name to 50 characters. Maximum size limit is 11MB. Do not include special characters (e.g., /, &, %, etc.).

For questions about how applicants apply, please call (314) 516-5381, or if you are experiencing technical problems, please email mailto:ps hrsupport@umsystem.edu

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• EEO is the Law Spanish Version
• EEO is the Law Chinese Version

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