Manhattan School of Music Position Description

Title: Dean of Students
Department: Student Life
Reports to: Provost and Dean of the College
Supervises: Director of Student Life, Director of Residence Life, Nurse, Counseling Staff
Internal Contacts: President, President’s Council, Trustees, students, and all staff and faculty
External Contacts: Community leaders, Parents
Date Listed: September 10, 2014
Application Due: September 30, 2014 (priority deadline; position will remain open until filled)
Start Date: Immediate

The Dean of Students is a senior administrator in the Office of Student Life providing service, support, and engagement opportunities for students in alignment with the institutional mission. The Dean of Students advocates for student needs, provides leadership for student programs and activities, and advises the Provost on planning initiatives to improve campus climate, facilitate student success, foster a sense of community and welcome and orient new students.

Domains

• Provide strategic leadership and direction for all areas within the Office of Student Life, including student development, student activities and organizations, student government, residential life, student retention, student health and wellness, counseling services, community standards and student conduct.
• Develop systematic ways to assess and improve student life policies, regulations, and programs -- benchmarking them against best practices, and gathering data for informed decision-making.
• Work as a member of the leadership team (President’s Council) to recognize and define appropriate strategies to support the School’s initiatives and to ensure students are provided with the proper guidance and avenues to obtain successful careers in music, related fields, and outside of the music field.
• Find increasingly effective ways to help students manage the demands of their academic and musical work, and provide appropriate support to students with academic challenges.
• Coordinate and implement events such as new student orientation, campus-wide events, commencement, and new student convocation.
• Oversee the administration of the overall Residential Life Program, including student development and operations components in the residence hall.
• Foster an atmosphere of mutual respect, collective engagement, accountability, and personal growth in a community of exceptional talent and diversity.
• Chair the Campus Assessment Response & Evaluation (CARE) Committee, and collaborate with other senior administrators to ensure full legal and regulatory compliance of issues related to Title IX, the Violence Against Women’s Act, Clery Act, Campus SaVE, the Americans with Disabilities Act, and FERPA, and other state and federal regulations.
• Oversee the review, revision, and implementation of student disciplinary and judicial policies and procedures.
• Guide publication and distribution of the Student Handbook and other appropriate policy documents.
• Develop and oversee the administration of MSM’s Health Services programs, including the School’s Counseling Center, the School Nurse’s office, and student crisis response.
• Oversee and promote staff professional development training to prepare staff to meet the emerging needs of students.
• Act as primary contact person for all faculty and staff on student issues/concerns.
• Collaborate in maintaining student information systems and campus emergency alert plan.
• Responsible for the on-time and accurate completion of various state, regional, and federal reports.
• Monitor departmental budgets and related financial matters.

Job Requirements:
• Master’s degree in higher education is required, preferably in student personnel work.
• Experience in an institution of higher education is required; experience in a performing arts environment desirable.
• Minimum 5 years of experience in a significant management role and Student Life leadership.
• Knowledge of and ability to apply federal and state regulations, including Title IX and Americans with Disability Act.
• Skill in interpersonal relations, team-building, and conflict resolution.
• Experience with student conduct programs, student activities programming, student leadership programs, and crisis planning and intervention.
• Commitment to diversity and inclusion, with a background in working with a diverse student population.
• A good working knowledge of student organizational development theories and the ability to put these theories into practice.
• A demonstrated commitment to helping create an inclusive and welcoming campus climate and a track record of enhancing the quality of life for students.
• Exceptional written, verbal, listening, and interpersonal skills, and the ability to effectively interface with senior management.
• Ability to make sound decisions based on interpretation and analysis of data.
- A high level of confidentiality
- Passion for Manhattan School of Music’s mission.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability, or any other characteristic protected by law.

**Contact Information:**
Send résumé and cover letter describing qualifications for this position and fit with MSM to Lianna Portnoy, Assistant to the Provost and Dean of the College: (lportnoy@msmnyc.edu).