

Portland State University
Portland, Oregon

Position Profile

Assistant Dean of Student Life/Director of Conduct
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Prepared by:
Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

THE INSTITUTION

Portland State University (PSU) is Oregon's urban research university recognized for excellence in sustainability and community engagement, and is located in the heart of downtown Portland. The campus motto is "Let Knowledge Serve the City." Portland State offers more than 200 degrees with opportunities to work with businesses, schools and organizations on real-world projects and enrolls over 29,000 students from every state in the nation and more than 84 foreign countries. As the state's only urban public university, Portland State provides comprehensive undergraduate education as well as professional education to thousands of Oregonians who want to update their skills or change careers, and applies research to problems of interest to the city, region, and global society. Portland State is renowned for innovative academic programs and excellence, particularly in fields related to urban and public affairs; business administration; science, technology, and sustainability; that combine student learning, research, and community engagement. The university was hailed by The Princeton Review as one of the best colleges and universities in the United States for 2015, and ranked as one of the nation's "Top 10 Up-and-Coming" universities, three years in a row, by U.S. News & World Report in its "Best Colleges" 2015 edition. For more information, see: www.pdx.edu

THE OPPORTUNITY

The **Assistant Dean of Student Life/Director of Student Conduct (ADSL/DSC)** reports to the Associate Vice President for Student Affairs/Dean of Student Life, as part of the Office of the Dean of Student Life, a division of Enrollment Management and Student Affairs. The Office of the Dean of Student Life promotes student development and leadership, enhances student success, and facilitates an optimally respectful, diverse inclusive campus environment. The Assistant Dean serves as leader and collaborator with colleagues on matters that shape the positive learning environment and campus culture and has the opportunity to profoundly impact student life at a dynamic and thriving institution. The Assistant Dean's duties include a wide range of administrative and programmatic initiatives to further the work of the Office of the Dean of Student Life. Toward this end, the Assistant Dean works directly with those within the Office of the Dean of Student Life and also with campus partners, including Housing and Residence Life, Athletics, Campus Public Safety Office, and the Office of Equity and Compliance.

The Assistant Dean plays an integral role in promoting a campus environment that supports the overall educational mission of the University and protects the University community from disruption and harm, encourages appropriate standards for behavior, and fosters ethical standards of engaged citizens. He/she serves as the Senior Conduct Officer for student conduct cases. Specific responsibilities include:

- Coordinating the campus response to alleged violations of the Student Code of Conduct in order to maintain a campus environment congruent with the university priorities of maintaining a safe and harassment free campus climate, supporting student success, and maintaining fairness in the classroom;
- Supporting all Student Affairs' responses to student issues, concerns, and emergencies;
- Developing appropriate policies and procedures which apply to the programs of responsibility;

Portland State University – Assistant Dean of Student Life/Director of Conduct

- Serving on appropriate committees; interacting directly with campus security and other law enforcement agencies;
- Working cooperatively with other University departments to create co- curricular and experiential learning experiences for students; developing and supporting plans to create a more open, diverse campus environment;
- Engaging in budget monitoring for supervised units;
- Contributing to stewardship of positive and educationally purposeful campus climate; and
- Contributing to assessment and evaluation of programs within the Office of the Dean of Student Life and Enrollment Management and Student Affairs.

Minimum Qualifications:

- Master's degree in College Student Personnel Administration or a related field.
- Three years of full-time professional experience in conduct processes, conflict resolution, or dispute resolution.
- Knowledge of Title IX, the Clery Act, and the Campus SaVE Act.
- Ability to relate well to faculty, staff and students and to effectively articulate the institution's mission and priorities, as well as a proven track record in bridging academic and student affairs with the implementation of new initiatives and programs.
- Demonstrated ability to interpret federal, state, and local laws along with appropriate University Policies.
- Demonstrated strong organizational, planning, analytic, problem solving, interpersonal skills, as well as excellent written and verbal skills.
- Demonstrated ability to maintain strict confidentiality.

Recommended Preferred Qualifications:

- Experience on an urban campus.
- Seven years of successful and progressively responsible experience in higher education.
- Three years' experience conducting Title IX investigations, including assisting with interim measures.
- Professional experience or equivalent in higher education on a campus with residence halls.
- Completed certification for Title IX Coordinators.
- Completion of trauma informed investigation training.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until finalists are identified. Please submit CV/resume and cover letter upon application. Click here to apply: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=8039731&portalID=5652>

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Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from all diverse candidates, including, among others, protected veterans and individuals with disabilities.

Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law. This policy implements state and federal laws. Inquiries about it should be directed to the Office of Equity and Compliance, 1600 SW 4th Avenue, Suite 830, Portland, OR 97201, 503-725-5919, or via email to: diversity@pdx.edu.

If, because of an impairment or disability, you need accommodation during any part of the employment process, please contact Human Resources at 503-725-4926 or via email: askhr@pdx.edu.



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Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Within walking distance of the PSU campus is the world-class Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. (*quoted from Forbes*)

For more information on Portland, Oregon:

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation:

<https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.