



**WILLAMETTE
UNIVERSITY**

Position Profile

**Vice President for Student Affairs and
Dean of Students**

December 2019



In partnership with Summit Search Solutions, Inc.



Not unto ourselves alone are we born

Willamette University is committed to educating students to live lives of achievement, contribution and meaning.

ABOUT WILLAMETTE UNIVERSITY

Willamette is a nationally-renowned private liberal arts university in Salem, Oregon. Founded in 1842, Willamette is the first university established in the western U.S. and has become a national leader in service, entrepreneurship, and civic engagement.

Situated on a beautiful, historic campus located across the street from the Oregon State Capitol in Salem, and co-located with **Tokyo International University of America**, Willamette features a residential undergraduate **College of Liberal Arts** and two professional graduate schools: the **College of Law** and the **Atkinson Graduate School of Management**.

In a close-knit campus environment where teaching and learning flourish, more than 2,100 students benefit from small classes, close student-faculty relationships, and collaborative research opportunities as well as the advantages of a liberal arts university comprised of a nationally-recognized liberal arts college, a top-ranked business school, and a highly-respected law school. The University's distinctive, accelerated dual-degree programs allow students to complete both a bachelor's degree and an MBA or JD at Willamette – in less time and at less cost.

In keeping with the liberal arts tradition, Willamette recognizes exploration and discovery as primary educational values; that wisdom, insight, and the nurturing of democratic values are enhanced by a shared appreciation and understanding of diversity in all aspects of human endeavor. The University's long-range plan states, diversity is not just essential to quality education, but central to "our sense of moral duty to overcome racism, bigotry, and discrimination in all forms." To learn more about this treasured university, please see <http://willamette.edu>.

Unique Distinctions: To view a full list, see <http://willamette.edu/about/recognition/index.html>.

- Willamette is featured in the *Fiske Guide to Colleges 2019*, which highlights the best and most interesting colleges and universities in the U.S., Canada, United Kingdom, and Ireland. Willamette is praised as “the place where you can grow as a student, leader and person as you pursue your passions.”
- *U.S. News & World Report* listed Willamette University in the top tier of liberal arts colleges nationally, ranking the University 76th among the best “National Liberal Arts Colleges” and as a “Best Value School” in the magazine’s 2019 rankings.
- Eleven of the 27 “Oregon Professors of the Year” are from Willamette’s undergraduate college, a record unmatched by any school on the West Coast.
- The popular guide, “Colleges That Change Lives: 40 Schools That Will Change the Way You Think About Colleges,” named Willamette among an elite group of schools that provide hands-on academic experiences that cultivate critical thinking and creativity; professors dedicated to mentorship; and lively, diverse opportunities for personal growth.
- *Washington Monthly* ranked Willamette the number one liberal arts college in the Pacific Northwest in its “2018 College Guide and Rankings.”
- *Bloomberg Businessweek* rated the Willamette MBA number one in the Pacific Northwest and number nine in the nation for entrepreneurship.
- Willamette’s College of Law is recognized nationally for being among the most diverse law schools and best small law schools in the country.

Location: Adjacent to historic downtown Salem, Oregon, Willamette’s 60-acre campus is just an hour south of Portland, close to the Willamette Valley’s many wineries and an hour’s drive to beaches to the west and Cascade Mountains to the east. The University is nestled between a major hospital and medical complex to the south and State Capitol to the north, the proximities of which provide students with exceptional opportunities for internships, service-learning, and involvement with nonprofits, state and local government agencies and political and advocacy organizations.



QUICK FACTS

2018-19 Enrollment:

Total: 2,104

CLA: 1,621

Law: 310

MBA: 228

32% self-identify as students of color

Academic Offerings:

College of Liberal Arts

50+ majors and minors

Bachelor of Arts

Bachelor of Music

Atkinson Graduate School of Management

MBA (for Professionals and Early Career)

Certificate programs

Utility Management

Leadership for Attorneys in Business

Public Management

College of Law

Master of Laws

Master of Legal Studies

Doctor of Jurisprudence (JD)

Certificate programs

Law & Business

Dispute Resolution

Law & Government

International & Comparative Law

Sustainable, Environmental, Energy &

Resources Law

Willamette Joint & Accelerated Degrees:

BA/MBA (3-2)

BA/JD (3-3)

JD/MBA (3-1)

BA/BS (engineering)*

BA/MS (engineering)*

Finances:

Endowment: \$254.8 Million

Operating Budget: \$81.2 Million

Athletics:

19 varsity athletic teams

NCAA Division III Northwest Conference

Mascot: Bearcats

Student Life:

65% of CLA students live on campus

100+ student run organizations and clubs

41 intramural and club sports

40%+ of students study abroad

3 national fraternities and 3 national sororities

*Partnerships with other universities

THE OPPORTUNITY

Vice President for Student Affairs and Dean of Students

The Position

The Vice President for Student Affairs and Dean of Students (VPSA/Dean) leads, promotes, and directs a diverse student affairs division whose mission is to foster a healthy, inclusive learning community in which students discover their passions, develop valuable skills, and commit to responsible citizenship. The VPSA/Dean provides visionary leadership and initiates campus collaborations for the creation of meaningful out-of-class learning opportunities and professional support services that promote student development, wellbeing, academic success, and graduation. The VPSA/Dean maintains a significant level of contact with students, faculty, and staff, as well as with individuals and organizations outside of the University. Campus Life Departments include; Intercollegiate Athletics, Campus Recreation, Chaplains, Community Service Learning, Counseling and Health Services, Office of Student Affairs, Housing and Conferences, and Student Involvement.

In collaboration with a team of professionals, the VPSA/Dean oversees several areas including: case management of students at risk of attrition; oversight of matters related to campus conduct and policy compliance; parent and family relations in support of retention and support; the on-call program; transfer student support and programming; and assessment and programming aimed at sustaining a healthy and inclusive campus community.

The VPSA/Dean serves on the divisional leadership team and oversees and coordinates a range of projects across the division. Additionally, this position has oversight and is responsible for the collaboration, partnership, development, and training associated with compliance with statutory and regulatory requirements as they relate to Title IX, the Clery Act, and related state and federal laws and regulations.

This work involves a variety of complex duties and responsibilities in the area of student affairs, requiring excellent leadership and communication skills and the ability to manage human and capital resources. There is a significant level of contact with students, faculty, staff, alumni, parents, and trustees as well as with individuals and organizations outside of the University.

Essential Responsibilities:

- Serves as a thought leader who integrates student life across the University and supports the success of all students.
- Serves as a primary administrative contact and advocate for students in both graduate and undergraduate programs and works directly with these students to provide services and programs that enhance student life and the campus community.
- Spearheads the formulation and review of policies directly related to students.
- Supervises various Student Affairs departments that include student conduct and care, health and counseling, office of the chaplain, housing and conferences, student activities and athletics.
- Works closely with human resources, office of the general counsel, and campus safety.
- Collaborates with campus safety to ensure a coordinated approach to student safety.
- Serves as Deputy Title IX Coordinator of students and works closely with the Title IX Coordinator to facilitate compliance with Title IX regarding discrimination and sexual harassment.
- Oversees management of student investigations, responses, and resolutions to complaints, and the selection and training of other investigators for issues of conduct, sexual misconduct, and bias.
- Oversees and maintains data gathering and assessment of student programming.
- Prepares and manages division budgets and provides support for the preparation and management of the operational budgets of the Student Affairs departments.

- Collaborates with University leadership to promote and implement the strategic direction set for the University, with particular attention paid to student persistence and retention, academic and personal success, and overall student wellness.
- Supports staff development for the student affairs staff.
- Coordinates the division's assessment efforts.
- Directs and oversees special projects as assigned by the provost and president.
- Coordinates and staffs the emergency on-call program- including selection, training, and supervision of staff who maintain "after-hours" on-call responsibilities to assist in crisis intervention involving University students.
- Leads the cultivation of a welcoming and inclusive campus community.

Qualifications:

- Minimum of master's degree from an accredited university in a relevant discipline; a terminal degree would distinguish the candidate.
- Minimum of seven years of progressive administrative experience in a college or university environment with direct experience in Student Affairs.
- Comprehensive understanding of Title IX compliance, preferably with experience in investigating allegations of sexual misconduct and/or domestic violence required.
- Comprehensive knowledge, understanding, and implementation of various regulations and laws pertaining to higher education such as, but not limited to Campus SaVE, FERPA, the Clery Act, Americans with Disability Act, Title IX, and other related federal and state laws is required.
- Ability to work a flexible schedule that may include evening and weekend assignments.
- Strong communication and presentation skills.
- Demonstrated leadership capabilities and ability to support staff development for the Student Affairs staff.
- Excellent interpersonal skills with a strong interest in working with Student Affairs staff, students, and the University community at large.
- Knowledge of crisis intervention techniques and the ability to act calmly and effectively in emergency situations.
- Ability to plan, assess, and evaluate programs.
- Skill in budget preparation and fiscal management.
- Demonstrated analytical abilities with a high degree of attention to detail.
- Demonstrated ability to handle multiple tasks simultaneously.
- Interest in learning and maintaining a thorough knowledge of University structures, policies, and procedures.
- Advanced knowledge and understanding of diversity, equity and inclusion related to a university setting, including awareness of intercultural trends and issues facing higher education.

Other

This is a full-time, year-round position. This position is eligible for the University's generous benefits package that includes medical/dental insurance, sick and vacation accruals, retirement contribution of 10% of gross base pay from the University in exchange for a mandatory contribution of 1% by the employee, tuition remission, and holidays.

This position will require evening and weekend work, as needed when there are special student-related programs, activities, and events or those involving parents.

WILLAMETTE UNIVERSITY VALUES DIVERSITY

Employment at Willamette University means being part of a community that values education and its impact on the world, one that is friendly, supportive, and increasingly diverse. Believing that diversity contributes to academic excellence and to rich and rewarding communities, Willamette is committed to recruiting and retaining a diverse faculty, staff, and student body and seeks candidates whose work furthers diversity and who bring to the campus varied experiences, perspectives, and backgrounds.

Willamette University's educational facilities, activities, and employment opportunities are offered without regard to race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, or status with regard to pregnancy, disability, or age. Willamette is firmly committed to adhering to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations.

If you have questions, need assistance, or require special accommodations, please reach out to the Office of Human Resources at human-resources@willamette.edu or 503-370-6210.



PROCEDURE FOR CANDIDACY

Applicants should submit a resume and cover letter describing their interest and professional qualifications, ***as well as how they have successfully supported and advanced the values and principles of diversity and inclusion in their prior professional experiences and places of work.*** All inquiries will be considered confidential.

Submit materials to: <https://theapplicantmanager.com/jobs?pos=su188> by **January 22, 2020** in order to be given first priority by the search committee.

For nominations or further information:

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SALEM, OREGON

Willamette University enjoys ready access to all the benefits of the Pacific Northwest: forests, rivers, mountains, and coastal beaches; commitment to the environment; a relaxed, creative and civic-minded culture; and a vibrant arts and music scene.

Salem, just 47 miles south of Portland, is not only the hub of law, public policy-making and government for the state, it is also a vibrant and exciting – and affordable – place to live and visit, rich in historical, artistic and cultural experiences and learning opportunities, many of which are enhanced by the presence of Willamette University.

As one of the area’s major employers, Willamette University is also an important player in the local economy and, as such, contributes leadership, support, and resources to worthy community initiatives. The Portland-Salem area is the corporate home of a multitude of businesses (including Nike, Intel, and Tektronix) and not-for-profit organizations. Salem’s major employers include the State of Oregon, Salem Health Hospitals and Clinics, Garmin (aviation), and of course, Willamette University.

Willamette’s location exemplifies the beauty of the Pacific Northwest, with gorgeous forests, rivers, mountains and ocean beaches nearby. The surrounding area, known as the Mid-Willamette Valley, is a renowned wine country and the source of spectacular local foods and fresh produce consumed worldwide. Outdoor recreational opportunities such as hiking, skiing, fishing, and beachcombing are abundant in addition to a variety of arts, food, wine and music festivals and events throughout the area.

Sports Teams

- [Salem-Keizer Volcanoes \(baseball\)](#)
- [Portland Trail Blazers \(basketball\)](#)
- [Portland Timbers \(soccer\)](#)
- [Portland Thorns \(soccer\)](#)
- [Portland Winterhawks \(hockey\)](#)

Natural Attractions

- [Silver Falls State Park](#)
- [Willamette Valley](#)
- [Willamette Valley Wine Country](#)
- [Oregon Coast](#)
- [Mt. Hood and the Columbia River Gorge](#)

Click the following to learn more about Salem and surrounding areas:

City of Salem: <https://www.cityofsalem.net/visit>

Travel Salem: <https://www.travelsalem.com/>

Travel Portland: <https://www.travelportland.com/>



📍 Salem, Oregon

Miles from Salem, Oregon to:

Vancouver	360 mi
Seattle	219 mi
Portland	48 mi
San Francisco	591 mi
Los Angeles	918 mi