

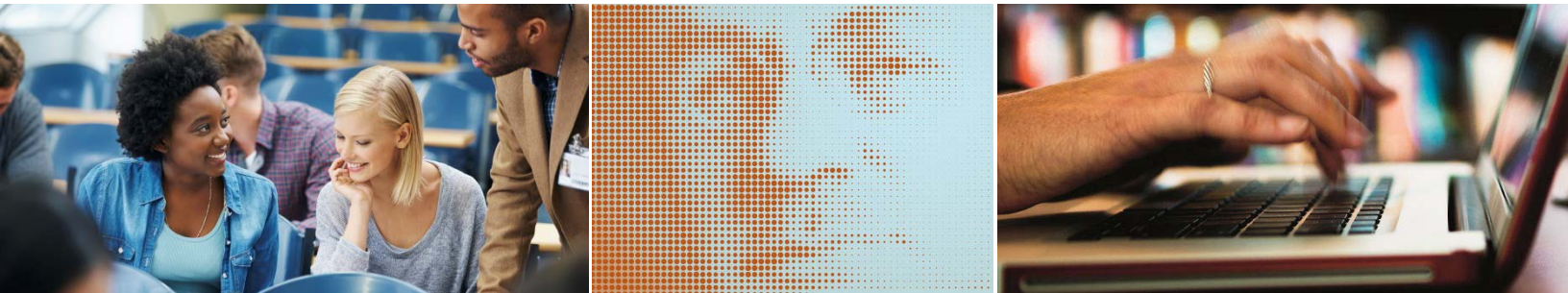
Adler University
Chicago, Illinois

Position Profile

Associate Vice President of Student Affairs

July 2017

Prepared by:
Summit Search Solutions, Inc.



ADLER
UNIVERSITY

www.adler.edu



ABOUT ADLER UNIVERSITY

Established in 1952 to build on the pioneering work of Alfred Adler, the first community psychologist, **Adler University** educates students to engage the world and create a more just society. The University changed its name from the Adler School of Professional Psychology in January 2015 to reflect its growing scope of programs and more strongly support its vision as the leading academic institution advancing socially responsible practice, healthy communities, and a more just society. Over 1,600 students are enrolled in Adler's masters and doctoral programs for social change on campuses in downtown Chicago and Vancouver, and an Online Campus. Through practica, internships, training and community engagement with hundreds of community partners, Adler's students provide more than 580,000 direct service hours to communities each year.

Adler's Institutes and Centers engage students, faculty, practitioners and communities in advocacy, applied research, and action for social justice. Adler University holds the Community Engagement Classification by the Carnegie Foundation for the Advancement of Teaching, recognizing higher institution practices for exemplary community engagement.

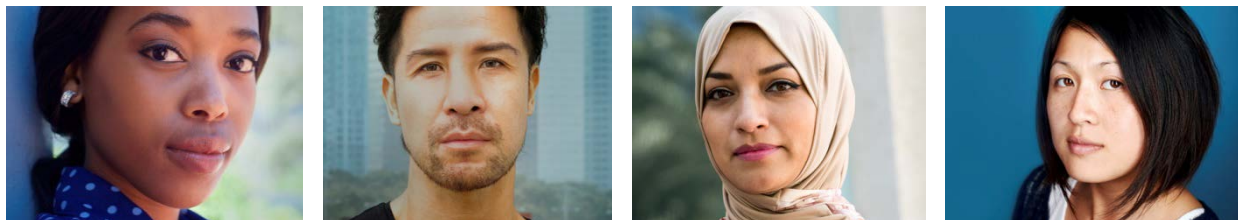
For 63 years, the institution has adhered to the Adlerian principles upon which it was founded and will continue to do so. In fall 2014, we embarked on developing a new five-year strategic plan envisioning Adler University's impact through the year 2020. A team of students, alumni, faculty, staff, and trustees solicited input from across our campuses, alumni, and external partner communities. The result is Adler University's 2015-2020 Strategic Plan. Through realizing the strategies and goals of this plan, Adler University will:

- Become even more clear, vibrant, and powerful in our work to advance a more just society-- through fidelity to its legacy and to the vision and principles of Alfred Adler.
- Offer baccalaureate, master's, and doctoral-level education in a range of practice-oriented disciplines, with academic programs designed to advance community health and social justice.
- Be recognized for leadership in socially responsible practice, innovation in measuring mission and impact, and breaking ground in online pedagogy.
- Offer a degree or certificate program within a marginalized community in a radical new format.
- Have completed our first comprehensive fundraising campaign and will enter our second campaign, ensuring long-term sustainability, engagement, and excellence in higher education.

Read more: <http://www.adler.edu>

Adler University is accredited by the Higher Learning Commission.

Location: Chicago, Illinois



THE OPPORTUNITY

The **Associate Vice President (AVP) of Student Affairs** is a full-time professional staff member and promotes strategies and programs designed to positively impact student satisfaction, engagement and success to Adler University students across its campuses in Chicago, Vancouver, Canada; and Online. The responsibilities of the position are centered on Adler’s mission to support the academic and social development, as well as the retention of Adler University students.

The AVP and his/her team provide assistance to students, faculty and staff who are seeking information, guidance and support about a range of student related academic, health, behavioral, and personal issues. The AVP serves as liaison to students and faculty departments within the university for the purposes of maintaining current information about resources as well as processes and procedures relevant to the most prominent/common needs of students. The AVP facilitates an optimally respectful, diverse, and inclusive campus culture that promotes student well-being and success. The AVP serves as the chief student advocate and leads the Office of Student Affairs providing a range of student support services including disability support, international student support, conduct and grievance adjudication, and student orientation and event planning. In addition to support for students, the AVP serves as a primary information resource for faculty, staff and administration in the advisement of students.

The AVP reports to the Vice President of Administration and serves on the Vice President’s leadership team. The AVP has three direct reports – a Manager of Student and Career Services for each of the three campuses (Chicago, Vancouver, and Online). Work-study students also provide additional support. The position is based in Chicago.

Primary Responsibilities:

- Leads and manages all aspects of student engagement and success across three campuses (approximately 1,600 students).
- Provides leadership in creating and maintaining a healthy campus environment and student wellness through services, programs, and innovative learning experiences that encourage a sense of community among students, faculty and staff.
- Serves as primary liaison to the Adler Student Government, responding to student concerns and helping to resolve student problems.
- Provides strong academic, budgetary, capital, and infrastructure leadership across the three campuses.
- Participates in the University’s strategic planning process, supports and implements institutional and strategic goals.
- Serves on University committees and other University related events as needed. This may include some after-hours activities.
- Represents the University, as appropriate, in the community and in professional organizations.

- Serves as liaison with the State and local community on issues when appropriate.
- Provides assistance to students, faculty and staff who seek guidance around a range of student related academic, health, behavioral and personal issues.
- Administers and supervises compliance with ADA, Title IX, Section 504 of the Rehabilitation Act, Title IV, HEA, Student Exchange and Visitor Program (SEVIS), and other applicable federal and state requirements.
- Directs international student support and provides relevant training to promote international student support. Provides support for study abroad coursework.
- Assists and advocates for students experiencing crises. This includes working with students directly as well as consulting with faculty and staff colleagues to assist them in managing student crises.
- Develops, maintains, and administers institutional grievance processes and procedures.
- Oversees the implementation of University policies and the Statement of Student Rights and Responsibilities.
- Chairs the Student Evaluation Committee.
- Advises student government and student clubs and organizations.
- Leads and coordinates a range of student centric strategies and initiatives to enhance student satisfaction and encourage student involvement in campus life.
- Plans and directs New Student Orientation for campuses.
- Plans and manages campus graduation and annual commencement exercises.

Qualifications and Skills:

The successful candidate will possess or demonstrate the following:

- Master's degree with a record of progressive and relevant responsibility and leadership in student affairs;
- Evidence of successful collaborations with a wide range of internal and external stakeholders;
- Skilled and effective communication skills;
- Collaborative decision-making skills (transparent with staff and students);
- Experience working within a multi-campus university structure and a philosophy of shared governance;
- Commitment to social justice and student advocacy, including commitment to examining and providing solutions to barriers that students face within a system of higher education;
- Commitment to diversity and inclusion;
- Understanding of the importance of fundraising and development initiatives in student affairs;
- Knowledge about best practices for student success in online and ground campus environments, critical student issues, crisis response and higher education trends;
- Experience in the interpretation of policies related to risk management, student conduct, and Title IX requirements;
- Highest level of authentic rapport with students and staff.

Adler University Core Values:

Communication:

- Effectively expresses oneself in all oral and written communications.
- Exhibits good listening and comprehension skills.
- Keeps others informed, as well as responds, in a timely manner.
- Demonstrates match between words and actions.
- Responds with tact, diplomacy, respect and composure when dealing with others.
- Promotes the spirit and essence of the School's Vision, Mission, Values and Key Strategies through both verbal and written communication.

Teamwork and Collaboration:

- Cooperates with others toward the achievement of common goals.
- Seeks consensus and win-win solutions to problems and conflicts.
- Contributes actively and participates fully in team initiatives.
- Puts success of the team above own interests.
- Builds and maintains constructive work relationships.

Responsive to Change:

- Supports changes in the work environment.
- Displays a proactive, problem-solving approach toward work.
- Committed to life-long learning by continuously increasing skills, knowledge and effectiveness.
- Actively seeks and initiates creative and innovative solutions.
- Exercises sound, accurate and informed independent judgment when needed.

Quality-Driven and Accountable:

- Results-oriented and committed to quality through continuous process improvement.
- Eliminates ineffective activities and closes performance gaps.
- Anticipates and responds to customer needs.
- Monitors own performance, accepts responsibility for actions, and actively seeks feedback.
- Meets deadlines and completes projects and activities in professional, timely manner.
- Seeks opportunities to increase productivity and/or reduce costs while maintaining highest quality standards (fiscally responsible).

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Applications should include a cover letter outlining your interest in and suitability for this position, along with your CV/resume. Click the following to apply and submit your CV/resume: [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=9642190&portalID=5652>

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Adler University provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.



Chicago Campus Front Entrance



Vancouver Main Campus Entrance

CHICAGO, ILLINOIS

Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.



Chicago is the third most populous city in the United States with approximately 2.7 million residents. The city is traversed by the Chicago and Calumet rivers, and with many parks and green spaces the city offers stunning natural beauty along with an urban landscape. Lake Michigan offers a wonderful escape, and Chicagoans can stroll the shoreline, play volleyball, bike, or jog along the lakefront. The Chicago Park District consists of 552 parks with over 7,300 acres of municipal parkland. There are 33 sand beaches, two world-class conservatories, sixteen historic lagoons, and ten bird and wildlife gardens.

As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland – integrity, hard work, and community – and reflects the ideals in the social fabric of its 77 distinct neighborhoods. Some favorite ethnic communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Chicago is recognized across the United States as a very passionate sports town with professional teams such as the Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

The dining choices in the Chicago area are as diverse as the people, and everything from ethnic food to contemporary and innovative dining can be found. The city is home to 23 Michelin-starred restaurants. *Savueur* magazine even dubbed Chicago “America’s new culinary star.”

Chicago has long been known for theatre, from big productions at landmark venues in Chicago’s downtown Theatre District to experimental works at small storefront theaters in outlying neighborhoods. In addition, Chicago's theatre community spawned modern improvisational theatre. When it comes to music, there are live performances of every kind every night of the week, although jazz and blues have a special place in the city’s cultural history.

Chicago is a travel hub, which means it’s easy to get to and from anywhere in the country or the world. Chicago is served by Midway International Airport on the south side and O'Hare International Airport, the world's third busiest airport, on the far northwest side. Once one is in Chicago, there are many convenient options for getting around, from bike paths and L trains to buses and cabs.

For additional information on Chicago, please visit:

<http://www.choosechicago.com/>

<http://www.cityofchicago.org/city/en.html>



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including NY, NC, CO, and CA.