

# New York Chiropractic College Seneca Falls, New York

## Position Profile Dean of Student Services September 2018



**NEW YORK**  
**CHIROPRACTIC**  
**COLLEGE**

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## ABOUT NEW YORK CHIROPRACTIC COLLEGE

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New York Chiropractic College (NYCC) is committed to academic excellence, leadership, and professional best practices. The College aims to be recognized as a leading institution for the education and training of natural healthcare professionals and academicians who embrace interprofessional collaboration.

New York Chiropractic College was founded in 1919 as the Columbia Institute of Chiropractic, in a Manhattan brownstone. In the 70's the College moved from New York City to Long Island, opening a 50-acre campus in Old Brookville. Being unable to expand its physical plant, the College moved 300 miles to Seneca Falls, NY. The campus is situated in the Finger Lakes region of New York State and is nestled on a 286-acre site next to Cayuga Lake. While initially a school of chiropractic, NYCC has expanded to a multi-program institution offering additional degrees in response to demands in healthcare education.



NYCC promotes an environment of academic excellence that leads to the development of future professionals who understand how to be leaders in delivering the best clinical practices associated with their chosen discipline. NYCC has developed four core competencies that have helped shape its reputation and support progress towards its mission, vision, and values:

- Rigorous academics based on the continuous improvement model;
- Innovative clinical education models;
- Strong student support mechanisms;
- Responsive program development.

New York Chiropractic College has been named The Chronicle of Higher Education's "Great College to Work For" for nine consecutive years (2009-2017); with eight years earning the honor roll distinction. For the 2016 year, NYCC was recognized in ten of the twelve categories evaluated including job satisfaction; collaborative governance; work-life balance; teaching environment; compensation and benefits; confidence in senior leadership; facilities, workspace, and security; professional/career development programs; respect and appreciation; and supervisor/department chair relationship.

New York Chiropractic College runs on a trimester system with a total of 940 students enrolled in on-ground and online programs.

**To read more visit:** [www.nycc.edu](http://www.nycc.edu)

**Location:** Seneca Falls, New York



## THE OPPORTUNITY

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The Dean of Student Services provides leadership to enhance the student experience by providing meaningful learning opportunities outside of the classroom, including the overall coordination of programs that support student success, student development, residential life and programming, and student life activities. They serve as the College's Title IX Coordinator, responsible for institutional Title IX compliance and training. The position is a full-time appointment that envisions, directs, and supports the creation and maintenance of a community for graduate student well-being and campus engagement.

### Specific Duties and Responsibilities:

- Guide the vision and strategic priorities for overall student success and engagement.
- Provide primary oversight and leadership to the operations of the Student Services, Academy for Academic Excellence and Student Success, and Counseling, including oversight of personnel and budget.
- Inspire and provide guidance to staff to create programming that provides targeted opportunities for students that complement in-class learning, foster interpersonal development, and encourage greater commitment to the College.
- Create a desirable on-campus residence life model, from a graduate student perspective, to increase residential student satisfaction and retention.
- Coordinate ongoing assessment methods for student programs and services and student life in order to make improvements.
- Coordinate communication with external units and encourage the development of partnerships across campus and in the community.
- Collaborate in the development and oversight of student crisis/emergency preparation and response when necessary.
- Provide direct supervision, training, and evaluation of direct reports.
- Serve as the College's Title IX Coordinator and be responsible for compliance with Title IX, VAWA, Enough is Enough, and Clery Act to include training of staff and students. Oversee/conduct investigations as needed.
- Provides oversight to the Deputy Title IX Coordinator and Title IX Investigators in effectively carrying out Title IX responsibilities, investigations and training.
- Provide leadership in the development and implementation of College policies and procedures that relate to Student Services.
- Ensure that all areas within Student Services stay current with and follow all applicable laws, regulations, and policies. Ensure that compliance training and reporting for Student Services is completed on time.
- Conduct regular meetings with direct reports as well as area-specific meetings to establish and enhance collaborative programs and services with faculty and staff.
- Assist with the development, implementation, monitoring, and revision of handbooks and policies and procedures as appropriate to ensure compliance requirements.
- Represent Student Services in all campus matters and participate on a variety of College committees.
- Maintain high visibility within the campus community, particularly with students.
- Engage in ongoing professional development through continuing education opportunities and ongoing professional practice activities.
- Undertake other duties as requested or required.

## Organizational Relationships:

- Reports to Executive Vice President of Academic Affairs.
- Provides direct supervision to the offices of Student Services, Academy for Academic Excellence and Student Success, and Counseling.
- Collaborates with program deans, faculty and staff within Academic Affairs, and various department personnel within the divisions of Enrollment Management, Finance and Administrative Services, Institutional Advancement, and Marketing and Communications.
- Works with off-campus community partners as required.

## QUALIFICATIONS

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- Master's degree required; earned doctorate preferred.
- A minimum of five years of progressive administrative experience in student affairs or related area at an academic institution.
- Previous Title IX and student life compliance experience.
- Demonstrated commitment to student success.
- Demonstrated ability to work collaboratively with a variety of constituents, including students, faculty, staff, alumni, and parents.
- Strong leadership and training skills that cover a multi-faceted area, which is collaborative, data-informed and focused on student success.
- Working knowledge of best practices that result in increased student engagement, retention, and graduation. Experience with graduate students preferred.



## PROCEDURE FOR CANDIDACY

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Review of applications will begin immediately. Applications received on or before **November 4, 2018** will be given primary consideration. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su121>. Please submit PDF versions of your curriculum vitae and letter of interest upon application.

### For nominations or further information:

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*\*Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

*New York Chiropractic College is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.*



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## SENECA FALLS, NEW YORK

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Located in the heart of the Finger Lakes region of Central New York, Seneca Falls is ideally situated halfway between Syracuse and Rochester, about an hour north of Ithaca and less than two hours from Buffalo. It is close enough for a relaxing weekend getaway to exciting destinations such as Niagara Falls, Toronto, the Adirondacks, or the Thousand Islands.

Seneca Falls affords adventure for every season and something for everyone. With close proximity to several state parks - Cayuga Lake, Seneca Lake, Watkins Glen, and Taughannock Falls, among others - there is much to do for those who love outdoor activities such as hiking, cycling, snowshoeing, cross-country skiing, kayaking, boating, fishing, and camping. Montezuma National Wildlife Refuge is a favorite spot for bird-watchers, and numerous gorges and waterfalls are within an hour's drive. If you'd prefer shopping, visit the unique gift shops along Fall Street or take advantage of great bargains at the nearby Waterloo Premium Outlets. Looking for a great place to eat or a fun night out? Try del Lago Resort & Casino for fine dining and shows featuring big-name entertainers.

Seneca Falls gained a reputation for social and religious reform in the mid-19th century. The Seneca Museum of Waterways and Industry and the Seneca Falls Historical Society help preserve the rich history of the area. Several historic landmarks, including the Elizabeth Cady Stanton House and museums such as the Women's Rights National Historical Park and the National Women's Hall of Fame, tell the story of women's suffrage in this birthplace of women's rights.

With a storybook-like charm, Seneca Falls is touted as the inspiration for the American classic film "It's a Wonderful Life." There is even a museum dedicated to the film and a bridge that will bring classic scenes from the movie to mind. Nestled in the midst of wine country, there are literally hundreds of wineries, craft breweries, and quaint coffee shops and restaurants just waiting for you around every bend.



**For more information on Seneca Falls, New York, visit:**

**[www.senecafalls.com](http://www.senecafalls.com)**

**[www.fingerlakesgateway.com/seneca-county-chamber-of-commerce](http://www.fingerlakesgateway.com/seneca-county-chamber-of-commerce)**