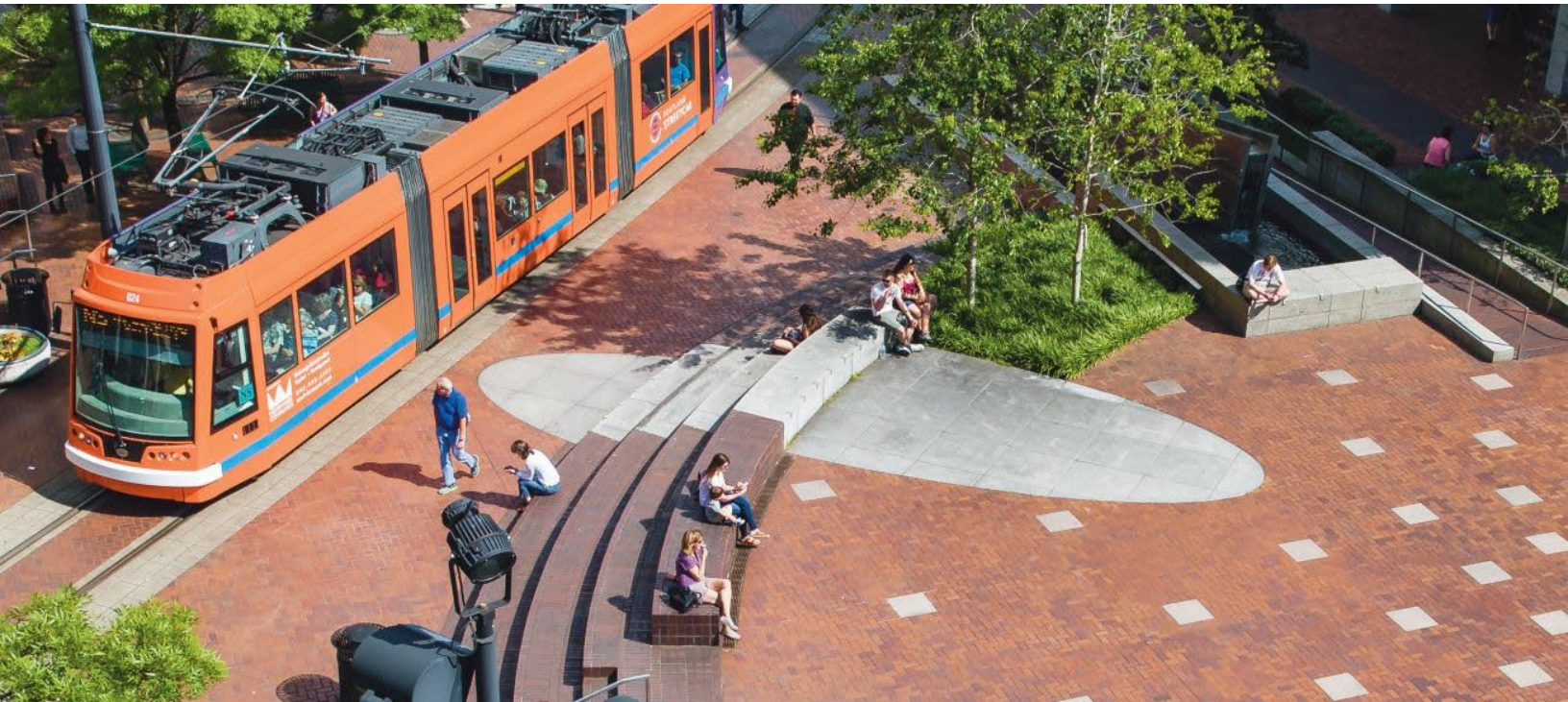




Portland State
UNIVERSITY



POSITION PROFILE

Associate Vice Provost and
Dean of Student Life

May 2022





PORTLAND STATE UNIVERSITY

Portland State University (PSU) is Oregon's largest urban university, located in Portland, Oregon. PSU enrolls over 26,000 students and offers programs for bachelor's, master's, and doctoral degrees. PSU is an internationally recognized university known for excellence in student learning, innovative research, and community engagement. PSU contributes to the economic vitality, environmental sustainability, and quality of life in the Portland region and beyond. Employees describe Portland State University as a vibrant, diverse, progressive place to work and an environment that welcomes process improvement and innovation. Portland State's 50-acre downtown campus is located in the heart of the city; a hub of culture, business, and technology, and just 90 minutes from mountains and the Oregon Coast.

Portland State University is committed to providing access and excellent education to students from all backgrounds. PSU is a national [College of Distinction](#), a mark of excellence earned for its pioneering University Studies program, a four-year pathway to undergraduate success. Additionally, the U.S. News & World Report ranks PSU as the No. 1 school in Oregon for social mobility due to the institution graduating the highest number of economically disadvantaged students and No. 4 nationwide for Service Learning. See www.pdx.edu for additional information about the institution.

Portland State is composed of 7 constituent colleges, offering undergraduate degrees in 123 fields, and postgraduate degrees in 117 fields. Schools at Portland State include the School of Business Administration, College of Education, School of Social Work, College of Urban and Public Affairs, College of the Arts, Maseeh College of Engineering and Computer Science, and the College of Liberal Arts and Sciences. The athletic teams are known as the [Portland State Vikings](#) with school colors of green and white. Teams compete at the NCAA Division I Level, primarily in the [Big Sky Conference](#).

PSU's President, Steven Percy, is now in his fourth decade as an educator and leader. He has dedicated his career to fostering vibrant connections between universities and the communities they serve. An expert in public policy, administrative ethics and urban politics, Percy is known for his ability to advance civic engagement and create innovative solutions by linking the skills and capacity of universities to the knowledge and energy of communities. He believes in using collaborative, interdisciplinary applied research to facilitate university-community partnerships that solve problems and improve the quality of life.

As PSU celebrates its 75th anniversary, Percy and his leadership team are taking a close look at how the university can expand and deliver upon its access mission by building anti-racist practices and policies. According to Percy, *"promoting equity and justice at PSU is the most important work of my presidency. It will allow PSU to live up to our mission and our aspirations. This work is complex and layered, requiring care, thought and time. I will continue to listen, learn and build my capacity to lead this work."* Read more about the [University's work on creating a more racially just and equitable place for all](#).

STUDENT AFFAIRS & THE OFFICE OF THE DEAN OF STUDENT LIFE

Student Affairs facilitates and enhances student learning and success by intentionally connecting parts of the student experience to the whole, providing a seamless curricular and co-curricular experience for students. PSU's Student Affairs operation emphasizes high-impact practices, student development, student health and wellness, diversity and inclusion, citizenship, and community involvement through leadership education and experiential learning. By developing programs and services that complement the learning experience for students and helping to remove barriers to involvement and success, Student Affairs leads the campus in maintaining fidelity to Portland State University's commitment and strong tradition as a student-centered university. For more information: <https://www.pdx.edu/student-affairs/>

The Office of the Dean of Student Life (DOSL) is a resource for all students, faculty, and staff as they navigate Portland State University. DOSL serves as a reference point for those seeking to resolve issues of concern or advance initiatives designed to enhance the student experience. For more information: <https://www.pdx.edu/dean-student-life/>





THE POSITION

Associate Vice Provost and Dean of Student Life

Reporting to the Vice Provost for Student Affairs, the Associate Vice Provost and Dean of Student Life is a member of the Student Affairs Senior Leadership team. Areas reporting to the Associate Vice Provost and Dean of Student Life include Student Conduct, CARE, Student Success Advocacy, and four resource centers: the Basic Needs Hub, Queer Resource Center, Resource Center for Students with Children, and the Women’s Resource Center. This position supervises 8 professional staff directly and 15 professional staff indirectly.

JOB RESPONSIBILITIES

Student Life Program Leadership and Oversight

- Provide oversight and leadership for the Office of the Dean of Student Life, ensuring the University provides an array of programs and services that contribute to an inclusive, caring campus culture that enhances learning and development and fosters student success.
- Contribute to a compelling vision for the Office of the Dean of Student Life and provide leadership and supervision for specific departments, including the Student Conduct program, CARE program, Student Success Advocacy program, Basic Needs Hub, Queer Resource Center, Resource Center for Students with Children, and the Women’s Resource Center.
- Serve as convener of the CARE Team.

Student Conduct Program

- Provide overall direction, supervision, and oversight of the comprehensive campus-wide Student Conduct program. This program centers policies and protocols within a context that first considers student safety and maintains a careful balance between student rights and responsibilities. This balance includes federal mandates such as the ADA and Civil Rights, and contemplates other protections, such as due process considerations. The Student Conduct program includes, but is not limited to, all student conduct investigations, including Title IX, academic misconduct, Student Conduct expectations as articulated in the PSU Housing Handbook and student group misconduct.
- Directly or indirectly supervise or oversee all staff responsible for investigation and adjudication of Student Conduct matters.
- Serve as Deputy Title IX Coordinator.

Policy Leadership and Development

- Provide leadership and directly supervise staff and policy development related to adjudication of Student Code of Conduct and other institutional, local, and federal obligations with a focus on those related to the protection of student rights and responsibilities.
- Develop student service policies, procedures, and practices that foster and promote student learning and success, and that support the educational programs of the Schools and Colleges, including the policies and procedures related to the adjudication of Title IX, appeals considered by the Academic Appeals Board, and campus protocols related to protections ensured by federal, state and local law or statute.
- Recommend organizational structures, personnel and resources to ensure a student-centered/learner-centered environment at all levels.
- Participate in development of policies and procedures that concern student development, student health and well-being, and student safety.

Diversity, Equity, and Inclusion

- In partnership with university leadership, faculty, students and staff, pursue avenues to strengthen the University's efforts to be an inclusive community.
- Partner with the Vice President for Global Diversity and Inclusion to design, implement and support innovative initiatives that lead to academic access and student success, leadership advancement opportunities for staff, and close opportunity gaps for marginalized groups.

Budget Management and Human Resource Management

- Maintain continuous evaluation of the economic feasibility of student services to ensure appropriate use of the variety of funding streams (including Foundation funds, Conduct fee, and Education & General funding) used to support Dean of Student Life programs and services.
- Oversee and monitor personnel and non-personnel budgets for Office of the Dean of Student Life.

Other Duties as Assigned

- Proactively and reactively respond to the needs of faculty, staff, individuals, and groups of students.
- Play an important role in assessing, maintaining, and enriching a sense of campus community.
- Provide high-quality and responsive services, activities, and programs for all students.
- Establish and uphold student conduct, community standards, and healthy behaviors.
- Provide students with a wide variety of opportunities for involvement and development.



QUALIFICATIONS

- Earned master's degree required with a minimum of seven years of successful and progressively responsible experience in student affairs administration.
- Student Affairs leadership experience that includes managing people, programs, and budgets.
- Evidence of experience working with and being committed to diverse communities.
- Demonstrated commitment to multicultural competency and initiatives to advance the success of underrepresented individuals and groups.
- Commitment to and experience developing learning communities.
- Proven program development skills.
- Demonstrated commitment to professional development and life-long learning, including professional involvement at the regional and/or national level.
- Demonstrated support for the academic mission of the institution.
- Excellent written and oral communication skills.
- Demonstrated ability to effectively interact with faculty, staff, and students.

Preferred Qualifications

- Specific experience with student conduct and behavior intervention teams.
- Experience in an urban university or college setting.
- Experience leading director-level professionals.
- Earned doctorate.





INQUIRIES, NOMINATIONS AND APPLICATIONS

Confidential review of applications will begin immediately and continue until the position is filled. **Applications will be reviewed as they come in. Those received before June 3, 2022 will be given first consideration.**

To apply, go to: <https://theapplicantmanager.com/jobs?pos=su305>. Applicants must submit a CV/resume, a letter of interest that details their related qualifications and vision for the role of dean of student life in an urban institution, as well as a statement (one page maximum) that describes their commitment to equity, diversity, and inclusion personally and/or professionally.

For more information or to offer recommendations or nominations:

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Portland State University is an affirmative action/equal opportunity employer and seeks candidates who are committed to the highest standards of scholarship and professional activities and a campus climate that supports equality, diversity, and inclusion.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, Kansas, Maryland, New York, North Carolina, and Utah.



ABOUT PORTLAND, OREGON

Big city excitement and small-town charm make Portland one of the most popular cities on the west coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. The Portland metro area is home to approximately 2.35 million residents. Portland is widely recognized in national surveys and rankings as one of America's most livable cities.

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz, and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive park system of more than 200 parks. These encompass such areas as the elm-shaded South Park Blocks in the downtown area and Washington Park, home of the International Rose Test Garden and a Japanese Garden. Portland's Forest Park, over 5,000 acres, is the largest park within a city in the U.S. and has nearly 80 miles of walking trails.

Portland's award-winning mass transit system is one of the most extensive and advanced in the U.S. and includes buses and the MAX, an urban light rail line, as well as a downtown transit mall.

To learn more about Portland and surrounding areas:

*Information about Portland, OR: <https://www.travelportland.com/>
Portland Regional Chamber of Commerce: <https://www.portlandregion.com/>
City of Portland, OR: <https://www.portlandoregon.gov/>*

