



POSITION PROFILE

Associate Vice President for Student Affairs & Dean of Students

February 2025



This search is managed in partnership with Summit Search Solutions, Inc.



UNIVERSITY OF WYOMING

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to nearly 200 areas of study, drawing approximately 10,800 students from all 50 states and 83 countries. UW is known for its accomplished faculty and world-class facilities, its low student/faculty ratio, and quality undergraduate and graduate online and classroom-based programs within its 11 colleges and schools. To learn more, please visit <http://www.uwyo.edu>.

Throughout its existence, UW has been the only four-year public university in the state of Wyoming, and it maintains close relationships with the state's eight community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the School of Computing, Center for Entrepreneurship & Innovation and Governor Gordon's Wyoming Innovation Partnership. UW has played important roles in the lives of students and Wyoming residents for 138 years. *Outside Magazine* identified Laramie as "the perfect affordable mountain town," noting the cost of living; access to outdoor activities; food, art and culture; and the influence of UW, including its academic and other offerings. Furthermore, Wyoming ranked #5 in the *U.S. News and World Report's* "Best States for Higher Education". In the area of tuition and fees, Wyoming ranks No. 2 in part because of its low cost for University of Wyoming students. UW's tuition and fees for resident undergraduates are the lowest in the nation among doctoral degree-granting institutions. The University community is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University's strategic roadmap, "[Forward for Wyoming 2023+: A Strategic Plan for the University of Wyoming](#)," demonstrates that it is an exciting time to be a part of UW as the institution embarks on ambitious and impactful initiatives.

Location: Laramie, Wyoming, a town with approximately 31,000 people, has a unique blend of sophistication and Western hospitality. UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Named the "#1 Small College Town in America" by *College Value Online*, Laramie boasts a moderate cost of living with no state income tax, incredible outdoor recreational opportunities, an eclectic downtown, and a great public school system.





THE DIVISION OF STUDENT AFFAIRS AND THE DEAN OF STUDENTS OFFICE

The Division of Student Affairs is comprised of Campus Recreation; the Dean of Students Office; Student Health Service; the University Counseling Center; Disability Support Services; the Center for Student Involvement & Leadership, the Native American Education; Research and Cultural Center (NAERCC); Residence Life; and Student Success & Graduation. Student Affairs is committed to leading and supporting efforts to create a robust educational and supportive environment and ensuring a welcoming space where people from all backgrounds are seen, supported, and recognized.

With a mission to empower students so they can navigate life, experience fulfillment, and contribute to humanity, the Division of Student Affairs:

- Provides safe, comfortable, affordable, and physically and programmatically appealing housing and dining programs to students living on campus;
- Provides integrated wellness service to address physical and behavioral health;
- Educates students; encourages personal accountability for their choices and actions; and refers students to appropriate resources on and off-campus;
- Engages students in leadership opportunities; provides educational, social, and entertaining programs and events;
- Fosters opportunities for students to provide feedback to the University and participate in shared governance;
- Provides alumni and parents opportunities to be active in the UW Community.

The Dean of Students Office (DOS) seeks to assist students experiencing difficult circumstances or hardships to discover strategies for managing distress and navigating personal challenges as well as connect them with campus and community resources that can support their personal and educational goals. DOS staff work to help students succeed academically and become contributing members of the campus community. Programs and offerings from DOS include:

- Student Conduct
- Student Engagement
- Violence Prevention
- Student Resources
- Residence Life
- Community Resources

The Dean of Students office values student empowerment, recognizing that students are experts on their own lives and experiences, with a focus on fostering student growth, accountability, and reflection through education, collaboration, and partnerships. Through case management and behavioral intervention teams (BIT) strategies, students are connected with the resources and support they need, fostering a culture of hope and resilience.



THE OPPORTUNITY

The University of Wyoming (UW) invites applications and nominations for candidates to serve as the Associate Vice President for Student Affairs & Dean of Students (AVP/DOS). The University is seeking a dynamic and visionary leader responsible for driving initiatives that enhance student care, outreach, persistence, self-accountability, and resource support. This pivotal role is essential to the senior leadership team of the Division of Student Affairs, fostering a collaborative and innovative environment that prioritizes student success and well-being. The ideal candidate will engage with a variety of stakeholders to create a supportive campus culture, ensuring all students have the resources and guidance they need to thrive academically and personally.

This position is vital to what students are seeking at this time related to wellness, care, and support. The AVP/DOS has the opportunity to ensure there is a continuation of stellar service in these highly utilized functions while promoting positive changes and new offerings at a time of reflection and growth for the state of Wyoming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Transformational Leadership:** Serve as a dynamic leader and change agent, motivating a diverse range of stakeholders to advance the division's strategic plan and student learning objectives while guiding the development of holistic, student-centered services, policies, and protocols that align with the University's mission and resources.
- **Crisis Response and Support:** Offer strategic leadership and vision for the Office of the Dean of Students, implementing effective systems for student crisis response and sexual violence prevention while supervising key personnel, including the Assistant Dean for Care & Outreach, Assistant Dean for Student Conduct, Assistant Dean for Community Resource Development, and the Associate Dean and Director of Residence Life.
- **Collaborative Initiatives Engagement:**
 - WYO Cares (Behavioral Intervention Team)
 - Laramie Town & Gown Committee
 - Academic Suspension Readmittance
- **Budget Oversight:** Ensure operational and fiscal compliance for departmental budgets of approximately \$5 million, adhering to University policies and accounting practices.
- **Interdepartmental Collaboration:** Establish and maintain effective working relationships with all Student Affairs departments, Academic Affairs, and other divisions within the University.
- **Effective Communication:** Engage effectively with students, families, and other constituencies, managing sensitive information with discretion and providing supportive services to students in distress.
- **University Representation:** Represent the Vice President for Student Affairs on various University committees, deliver presentations at significant university events, and attend functions on behalf of the Division of Student Affairs.
- **Active Participation:** Contribute as an engaged member of the Student Affairs Leadership Team, Academic Deans and Directors Council, the Laramie Town & Gown Association, and other university committees.
- **Emergency Response:** Participate in on-call and after-hours emergency response efforts alongside other Division Leadership.

KNOWLEDGE AND ABILITIES SPECIFIC TO THE JOB:

- **Higher Education Policies:** Understanding of higher education administration, student affairs practices, and relevant laws and regulations (e.g., Title IX, FERPA).
- **Student Development Theories:** Knowledge of theories and best practices related to student development, mental health, and wellness.
- **Crisis Response:** Proficient in crisis management techniques and the ability to respond calmly and effectively in high-pressure situations.
- **Crisis Management:** Familiarity with crisis intervention strategies and student welfare coordination.
- **Budget Management:** Understanding of financial planning and budget management oversight within a higher education context, detailed operations are managed by a business manager.
- **Leadership and Team Building:** Strong leadership skills with the ability to inspire and motivate a diverse team and cultivate a collaborative work environment.
- **Strategic Planning:** Ability to develop and implement strategic plans that align with the University's goals and enhance student success.
- **Communication:** Excellent oral and written communication skills, capable of effectively conveying information to various audiences, including students, faculty, and external stakeholders.
- **Advocacy:** Commitment to advocating for student needs and resources, ensuring their voices are heard and valued in decision-making processes.

COMPETENCIES SPECIFIC TO THE JOB:

- **Adaptability:** Maintaining effectiveness in varying environments and with different tasks, responsibilities, and people.
- **Attention to Detail:** Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.
- **Collaboration:** Working collaboratively across departments and with various stakeholders to achieve common goals.
- **Conflict Management:** Using appropriate interpersonal styles and techniques to reduce tension and/or conflict between two or more people; ability to size up situations quickly; ability to identify common interests; facilitating resolution.
- **Consistency:** Demonstrating reliability and dependability in attendance, completing work in a timely manner, and meeting commitments with minimal oversight. Performing and completing task jobs with thoroughness, accuracy, and reliability.
- **Cultural Competence:** Capacity to understand and respect varying perspectives and create a supportive environment for all students.
- **Delegating Responsibility:** Comfortably delegating responsibilities, tasks, and decisions; appropriately trusting others to perform; providing support without removing responsibility.
- **Integrity:** Maintaining and promoting social, ethical, and organizational norms in conducting internal and external business activities.
- **Interpersonal Skills:** Ability to build relationships and interact effectively with students, families, faculty, and staff from wide-ranging backgrounds.
- **Problem-Solving:** Strong analytical and problem-solving skills to address complex issues related to student affairs and support services.

MINIMUM QUALIFICATIONS:

- **Education:** Master's degree in higher education, student affairs administration, or a related discipline, from an accredited institution.
- **Experience:** A minimum of 10 years of progressive experience in student affairs, demonstrating:
 - Expertise in mental health and well-being, student development, and support services.
 - Experience in behavioral intervention, crisis response and management, student conduct, sexual misconduct, prevention, intervention, postvention, and residential life.
 - Knowledge of best practices related to behavioral intervention teams and threat assessment tools.
 - Experience in strategic planning, fiscal management, and supervision of staff.
 - A proven track record of leadership in access and engagement efforts among students, faculty, and staff.
 - Exceptional interpersonal, problem-solving, oral, and written communication, and public speaking skills.
 - A proven track record of maintaining collaborative working relationships across various constituencies.
 - Proven flexibility and creativity in addressing challenges and opportunities within the student affairs landscape.

PREFERRED QUALIFICATIONS:

- A doctoral degree in higher education, student affairs administration, or a related discipline from an accredited institution.
- Experience working with both undergraduate and graduate students.
- An understanding of the processes related to working with international students.

LICENSURES/CERTIFICATIONS:

- Nothing is required but applicants are encouraged to share information about additional, relevant, credentials (e.g., NaBITA).





WHY CONSIDER THE OPPORTUNITY

- **Dynamic University.** The University of Wyoming has energetic and visionary leadership that is moving the institution toward distinction, focused on increasing the level of both research activity and community engagement.
- **Values.** The institution values:
 - Access to an affordable, high-quality education.
 - Real-world education where students learn by doing.
 - A welcoming and supportive learning community fostered by integrity, inclusivity, freedom of expression, and respect.
 - The growth, health, and leadership capacity of all members of the University community.
 - Wyoming’s wild and working lands as an asset to be utilized, understood, stewarded, and treasured.
 - Our partnership and engagement with Wyoming communities in the creation and exchange of knowledge and resources.
 - Our role as a catalyst for innovation and economic vitality.
- **Mission.** As Wyoming’s University, we unlock the extraordinary in every person through education, research, innovation, engagement, and service.
- **Vision.** Use our unique strengths to make Wyoming and the world a better place.
- **UW’s Ongoing Objectives.** As Wyoming’s land-grant and flagship University, UW commits to five major objectives: 1. Enhance Student Success; 2. Pursue Institutional Excellence; 3. Provide a Supportive Community; 4. Engage with and Serve the State of Wyoming; 5. Cultivate Financial Stability and Diversification.
- **Location.** Laramie is a wonderful place to live and work, boasting a moderate cost of living, low property taxes, and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.
- **Benefits.** UW offers a competitive salary and strong benefits including a retirement plan with a 14.19% University contribution (based on gross salary), excellent leave plans, (vacations, sick days, and holidays), a tuition waiver program, a recreation center membership opportunity, and a variety of on-campus dining and banking services.



PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; **parties who apply by March 14, 2025 will be given first consideration.** Please submit a CV/resume and a letter of interest upon application. All applications and nominations will be held in confidence.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su446>

For more information or to offer recommendations or nominations:

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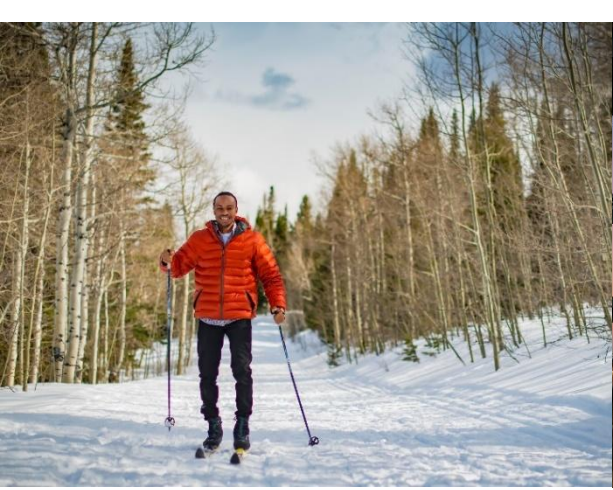
[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Colorado, Kansas, Maryland, New York, North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

The University of Wyoming is an Affirmative Action/Equal Opportunity Educator and Employer (UW Reg 4-1). The University does not discriminate in employment or personnel practices on the basis of race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, pregnancy, or any other protected category or participation in any protected activity. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation to apply for a position, please call 307-766-2377 or email jobapps@uwyo.edu. Review the [Know Your Rights](#) poster.

Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran’s death, who is receiving federal survivor benefits based on the veteran’s military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. Appropriate documentation of veteran status must be provided at time of application as outlined in the application process. No preference will be given to a veteran currently employed by a public department.

We conduct background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.



LARAMIE, WYOMING

Laramie is filled with hospitality, entertainment, and excitement while providing a neighborly atmosphere and warm small-town feel with a multitude of amenities and entertainment. The name “Wyoming” conjures up visions of the Old West as few others can. Laramie features a historic downtown, prairie and mountain vistas, rodeos, guest ranches, and more. Surrounded by the great outdoors, Laramie is also southeastern Wyoming’s center for arts events, with a lively music and theater scene, art exhibitions, festivals, and a variety of other entertainment. And don’t forget all the sports activities at the university and K-12 levels. In September 2023, *Outside* magazine named Laramie, Wyoming “The Most Affordable Mountain Town in the West,” referring to it as “the sweet spot where high adventure meets a low cost of living.”

Interesting Facts:

- Also known as the “Gem City of the Plains,” Laramie is located in the southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado.
- Laramie sits at 7,200 feet above sea level in the Laramie River Valley surrounded by the Medicine Bow National Forest, the Laramie Mountains, and the Snowy Range.
- Laramie has a 6% sales tax, but does not have a state income tax or state inheritance tax.
- Laramie offers a variety of outdoor adventures with more than 250 days of sunshine per year.
- The quality of life and amenities Laramie has to offer brings several types of industries to the area including technology companies and academia.



About 20 minutes east of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wildlife, dramatic mountain scenes, and jumbled rock formations. And with more than a hundred mountain biking trails, the Laramie area provides a paradise for exploration on two wheels. Whether you prefer walking or hiking; camping or day trips; fishing or hunting; mountains, lakes, rivers, or trails – Laramie offers something for everyone. Families will find fun and exploration close to town, while backpackers and outdoor enthusiasts can spend a week in the high country of the Medicine Bow Mountains. And as a winter snow enthusiast, you can escape the crowds by exploring the hills, forested glens, and rolling meadows of the Snowy Range from the back of a snowmobile or on downhill or cross-country skis. Laramie is one of Wyoming’s favorite playgrounds!

For more information on Laramie please visit:

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- Visit Laramie, <http://visitolaramie.org/>
 - Laramie Chamber Business Alliance, <http://laramie.org/>
 - Laramie Main Street <https://laramiemainstreet.org/>