

# Lewis & Clark



## POSITION PROFILE

# **Vice President of Student Life and Dean of Students 2025**

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*Lewis & Clark invites nominations for, and inquiries and applications from, individuals interested in an impactful leadership opportunity as Vice President of Student Life and Dean of Students. The Vice President/Dean joins the College at a pivotal time with the launch of a new strategic vision—The L&C Advantage: Three Imperatives for Lewis & Clark's Future. The ideal candidate is a strategic thinker and a champion for students who can drive innovation in student engagement and experiential learning at an exciting moment for L&C.*







## ABOUT LEWIS & CLARK

[Lewis & Clark](#) is a private higher education institution with a public conscience and global reach. Lewis & Clark has long embodied a spirit of curiosity and adventure no doubt linked to its location in the Pacific Northwest. The institution's study of and commitment to sustainability and the natural environment is intrinsically linked to its unique place in the world. Its commitment to providing students with international experiences prepares them to be active, responsible, and confident citizens of the world. Its pursuits of innovation and leadership are outgrowths of a desire to venture beyond the status quo. In preparing students to be global citizens, Lewis & Clark helps them develop the tools and habits necessary to engage others with civility and respect. The College's people – its energetic students, distinguished faculty, talented administrators and staff, and outstanding graduates - live committed, purposeful lives.

Lewis & Clark serves approximately 3,500 students in three schools: the [College of Arts and Sciences](#), the [Graduate School of Education and Counseling](#), and the [Law School](#). The combination of outstanding liberal arts programs and top-ranked, high-quality professional programs, along with the College's location in a major city that provides a lab for learning and engagement, makes Lewis & Clark unique. Lewis & Clark is one of the top ten producers of Fulbright scholars in the country and is nationally known for its academic programs, teaching excellence, global engagement, environmental leadership, and strong sense of civic responsibility. Lewis & Clark is located on three adjacent campuses nestled among towering trees and trillium-lined creeks, just six miles from downtown Portland, Oregon. The College's campus is regularly recognized as one of the most beautiful in the country.

Energized by President Robin Holmes-Sullivan and led by a cohesive and talented senior administrative team, the institution's positive momentum is palpable. On October 18, 2024, the Board of Trustees unanimously approved a new strategic imperatives plan and mission statement for Lewis & Clark. [The L&C Advantage: Three Strategic Imperatives for Lewis & Clark's Future](#) is a direction-setting document, the culmination of a collaborative process that began over a year earlier. The imperatives represent the first phase of a strategic plan that aims to leverage and build on the institution's strengths to better meet the needs of students and respond to today's marketplace. To create an institutional identity that sets Lewis & Clark apart from the competition, the plan broadly outlines large-scale actions (or "north stars") needed to achieve the mission. Several initiatives are already underway, including the creation of the Career Accelerator, a transformational approach to career readiness, and the development of significant regional partnerships.

## Leadership

Lewis & Clark is governed by a **Board of Trustees** of approximately 30 members. The trustees are elected for overlapping three-year terms by a majority vote of the incumbent Board. Terms expire in the spring and new members are appointed to the Board in May. The Board has responsibility for the general educational, financial, and operating policies of the institution and the duty to pursue the financial and community support necessary to implement those policies.

The **President** appoints and evaluates the performance of key employees of the College, including the three academic deans, six vice presidents, and the dean of equity and inclusion. The president, vice presidents, and deans are members of the Executive Council of the College, which meets regularly in furtherance of the administrative management of the College.

## President Robin Holmes-Sullivan



Robin Holmes-Sullivan, PhD, is Lewis & Clark's 26th president, and the first female and person of color to serve in this role in the institution's 156-year history. She took the helm in July 2022, after three years serving as Lewis & Clark's vice president for student life and dean of students. Holmes-Sullivan has been credited for her pivotal role during the COVID-19 pandemic in devising creative approaches that helped keep students safe and progressing toward their degrees. Her leadership in campus engagement efforts to enhance the student experience at Lewis & Clark contributed to the recent completion of a \$17 million project to renovate the Fowler Student Center. Holmes-Sullivan also played a key role in the development of the new Center for Social Change and Community Involvement in the College of Arts and Sciences.

Holmes-Sullivan recently oversaw the successful conclusion of a comprehensive philanthropic campaign that raised over \$155 million for student scholarships, infrastructure needs, and supported various capital construction projects.

Holmes-Sullivan came to Lewis & Clark in 2019 from the University of California, where she served as vice president for student affairs overseeing the undergraduate admissions process and other student-related issues for the 10-campus, 270,000-student system. Prior to her time at the University of California, Holmes-Sullivan spent 25 years at the University of Oregon, working her way up from a position as a clinical coordinator in the counseling center to become vice president of student life.

Among the key institutional goals that Holmes-Sullivan has articulated:

- Strengthen the commitment of Lewis & Clark to be a community of care that is known for its unwavering service to students regardless of where or how they engage the institution.
- Strengthen Lewis & Clark's relationships and ties to civic and government leaders and the greater Portland community.
- Excel at telling others about Lewis & Clark's areas of excellence, persuading the finest students, faculty, and staff to join our ranks.
- Improve our rankings and reputation by retaining a higher percentage of students, improving alumni giving, strengthening recruitment programs, and ensuring we are better known by peers.
- Build on our progress toward meeting our diversity, equity, and inclusion goals and serve as a model for the nation on how to talk through differences.
- Reward and retain our loyal faculty and staff with competitive compensation and open our doors to new and diverse faculty and staff.





## **Student Services and Programs**

The student service offices provide ample opportunities to engage in service and grow in leadership capabilities. With 110+ student-led groups, everyone can find something that aligns with their interests.

## **Living**

Living on campus is an essential part of the L&C experience. In our residence halls, students learn and grow in community with other students all the while enjoying easy access to dining, study spaces, athletic facilities, and classrooms.

## **Dining**

Our food service provider takes special care to offer students many different meal options with vegan and vegetarian selections always available! With their Farm to Fork initiative, our dining halls strive to utilize locally sourced options from farmers whenever possible.

## **Wellness**

We believe that holistic wellness—mind, body, and soul—is imperative to success. We also recognize that not all of our students have the same college journey or the same need for support. This is why we offer wellness resources in many forms: academic, mental, physical, spiritual, and more.

# ABOUT THE DIVISION OF STUDENT LIFE

Lewis & Clark students thrive in a vibrant, colorful, and supportive environment. The entire Division of Student Life works hard to create a place of belonging in which students can take pride in and realize their full potential, both in and out of the classroom.

From the moment students step foot on campus, they have staff and faculty ready to support them, peers ready to welcome them, and the Division of Student Life ready to prove to them that they belong there.

## **Mission**

The Division of Student Life empowers students to learn, lead, and engage the traditions of the liberal arts in the 21st century. As holistic educators, we partner with students through their development in academic & experiential learning, civic leadership & career development, diversity & inclusion, and wellness. We create an enduring community of belonging in which all students can take pride and realize their potential.

## **Vision**

Create a collaborative, transformative and holistic student life experience that both nurtures and challenges our students.

## **Values**

As the Division of Student Life, we strive to serve students and the campus community by living our mission through a values-based approach. These values frame how to engage in the work we do to provide co-curricular education that complements the academic mission of the College. These four values demonstrate our commitment to nurture and challenge students in their holistic development:

- Centering Student Development
- Curiosity
- Community and Connections
- Collaboration

To learn more visit: [https://college.lclark.edu/student\\_life/mission/](https://college.lclark.edu/student_life/mission/)



# THE OPPORTUNITY

## Vice President of Student Life and Dean of Students

The Vice President of Student Life and Dean of Students provides leadership and supervision, strategic planning, oversight and coordination of all areas with the Division of Student Life in the areas of programming, policy development, compliance, facilities and fiscal management. The VP of Student Life and Dean of Students is responsible for providing vision and leadership for the Student Life division, as well as developing and maintaining programs that support student engagement, health & safety and wellness. The position will steward Student Life during a time of increased focus on developing leaders with career-ready skills, and enhanced engagement with the communities of Portland and the region.

### Responsibilities

#### Leadership and Management (30% of the time)

- Responsible for the selection, training, supervision, evaluation, performance management, and discipline of the Division employees.
- Provide leadership and strategic direction for the Division with a focus on the College's culture, mission and vision, including fostering inclusive excellence in the Division and a culture of belonging for all students.
- Encourage and build mutual trust, respect, and cooperation among employees.
- Establish long-range objectives and specify the strategies and actions to achieve them.
- Build and work with diverse teams effectively.

#### Operational Administration (30% of the time)

- Provide leadership and supervision, strategic planning, oversight and coordination of all areas within the Division of Student Life, including programming, policy development, compliance, facilities and fiscal management.
- Collaborate with the Division of Student Life on college planning and policy making committees.
- Utilize ongoing assessment plans and data results to create, enhance and modify programming to fit the needs of the student body.
- Collaborate with leadership for Student Success to set goals and objectives that support the College's strategic plan.
- Enhance, assess and assist in the implementation of a strategy and operational practices for maintaining a safe campus environment.
- Chair and/or maintain various committees as needed and represent the Division of Student Life.
- Develop and encourage leadership within the Division and throughout the campus in the delivery of services and work to develop new strategies to improve service to our students.
- Promote collaboration with all areas of the campus and the College to support student learning and student success.
- Collaborate with student leaders in the planning and development of campus projects or issues facing the campus.
- Prepare and manage annual budgets including reviewing and approving program expenditures, as well as develop new revenue streams.



### **Emergency Preparedness & Crisis Management (20% of the time)**

- Oversee implementation of the structured plan and process for student crisis response and management, to include a communication plan for students, parents, faculty, staff, and administrators.
- Meet with and extend care and information to parents and families of students who have experienced a serious incident.
- Oversee the area of emergency management, working with the Director of Emergency Management to provide professional guidance and support to college leadership including planning and implementing program goals and activities.
- With the Director of Emergency Management, develop and implement the College's Emergency Response Plan.
- Serve on the College's Emergency Response Team and provide 24 hour on call response for emergencies and crisis situations.

### **Policies and Compliance (20% of the time)**

- Oversee College, Local, State and Federal compliance regulations pertaining to Division of Student Life.
- Develop policies and procedures that apply to programs and services for students.
- Provide direction and compliance with federal and state regulations, including Title IX, and special initiatives related to student well-being.
- Review, update and implement the Student Code of Conduct in collaboration with appropriate faculty, staff and students.
- Serve as Chief Student Conduct/Judicial Affairs Officer for the College and as the Campus Appeal Officer in cases of student judicial misconduct.
- Serve as a consultant in disciplinary cases involving new admits.

## **Qualifications**

### **Minimum Qualifications**

- Master's degree from an accredited institution.
- Seven (7) years of progressive experience in higher education.
- Demonstrated leadership and creative accomplishments in an administrative role at an institution of higher learning.
- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs.
- Knowledge of the goals, objectives, structure and operations of complex higher education institutions.
- Knowledge and skill in communicating effectively to employees, faculty, staff and community.
- Strategic planning skills to drive change in a multi-cultural environment.
- Strong leadership skills and experience in employee supervision, development and performance evaluation.
- Ability to develop and interpret financial data/plans and manage resources.
- Demonstrated enthusiasm and capacity for cultivating external sources of funding.
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines.

### **Preferred Qualifications**

- Doctoral Degree preferred.
- Experience working as a senior manager in student affairs, student programs, or dean of students office in a higher education institution.
- Demonstrated knowledge of principles, concepts and practices of operational management and process improvement.
- Experience in building effective teams to ensure customer service standards are met and assigned goals and objectives are reached.



## TO APPLY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **September 22, 2025** will be given first consideration. Please submit a PDF version of your CV/resume and a letter of interest explaining your suitability for this position.

To apply online, go to <https://theapplicantmanager.com/jobs?pos=su464>

### For more information or to offer recommendations:

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*Lewis & Clark explicitly acknowledges and affirms its conviction that diversity with respect to race, ethnicity, national origin, socio-economic background, religious orientation or spirituality, physical or sensory disability, gender, and sexual orientation on the Lewis & Clark campus provides an educational benefit for all students that can be realized only if students and education professionals from diverse backgrounds are present in significant numbers within our learning community. In creating and sustaining such a community, we engage, to the extent legally possible, in practices that will ensure a high degree of diversity on our campus, simultaneously meeting the highest standards of academic excellence of which we are capable.*





## 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 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 city park in the U.S. with nearly 80 miles of walking trails.



**Portland's best view of Mount Hood is in Lewis & Clark's backyard. The serene, Pacific Northwest beauty of the campus makes it hard to believe that vibrant downtown Portland and many interesting neighborhoods are only a few miles away.**

*To learn more about Portland and its surrounding areas:*

[Information about Portland](#)

[Portland Regional Chamber of Commerce](#)

[City of Portland](#)

