

Assistant Dean of the Students/Director of Leadership

The Assistant Dean of Students/Director of Leadership role at The College of New Jersey (TCNJ) is a new position, reporting to the Associate Vice President for Student Affairs/Dean of Students and a member of the Dean of Students leadership team. This position has been created to provide visionary direction for an institutional, scholarship-based, collaborative and cutting-edge leadership program. The College seeks an energetic individual, grounded by student development, leadership and learning theories and practice, and experienced in leadership program coordination and direction. The successful candidate will build a comprehensive program that enhances student leadership and skills at an institution that consistently attracts a high achieving student body poised to lead and positively impact their communities. This program will include new curricular and co-curricular offerings with a focus on the development and implementation of a leadership certificate.

The Assistant Dean of Students/Director of Leadership will develop a comprehensive leadership program; coordinate leadership training for both emerging and experienced student leaders; recruit, train and coordinate a Leadership Advisory Board; consult with other departments on campus regarding leadership opportunities for students; and maintain and provide communication and information to the campus community about leadership opportunities, events and programs. S/he will work in collaboration with partners in Academic Affairs to develop and enhance a four year leadership curriculum, including the assessment of learning outcomes; have the opportunity to teach a leadership-focused First Seminar course; drive the selection and implementation of a co-curricular transcript; and coordinate the application of related policies and protocols (including but not limited to the College's Student Leadership Criteria). Responsibilities will also include the coordination of the campus Leadership Awards event; recruitment of a College chapter of a national leadership honorary society; advisement of student class officers; management of an initial leadership program budget in excess of \$19,000; and cultivation of other sources of funding for the expanding program. As a member of the Dean of Students staff, the successful candidate will also serve on various Dean of Students, Student Affairs and college committees.

Qualifications include a master's degree in higher education, student affairs or a related field and 3 or more years of professional experience focused on student leadership program direction or support. The successful candidate will demonstrate knowledge of student development, learning and leadership theories; excellent skills in teaching, training, oral and written communication and institutional partnership development; and experience working with college students to develop leadership knowledge and skills. In addition, the preferred candidate will have expertise in managing co-curricular transcripts/portfolios.

Salary is competitive and commensurate with education and experience. The position also includes a comprehensive benefits package with health, dental, and prescription plans as well as generous vacation and sick leave allowances. Contact Information:

Applications should consist of a letter of interest that explains how the applicant meets the qualifications specified in the position announcement, a detailed resume or curriculum vitae, and the names of at least five references and their full contact information, including telephone number and e-mail address.

Nominations and applications, which will be treated in confidence, should be submitted electronically to jobs@tcnj.edu. All correspondence should be addressed to: Christina Rush, Assistant Director of Recruitment.

Applicants will be prompted to and are required to complete an Application for Employment upon receipt of resume. Early application is strongly encouraged as review of applications will begin immediately and will continue until finalists are selected. Applications will be accepted until the position is filled.

Employment is contingent upon completion of a successful background check.

The College of New Jersey: Founded in 1855, TCNJ is a highly selective institution that emphasizes the undergraduate residential experience and offers targeted graduate programs. The College's seven schools - Arts and Communication, Business, Education, Engineering, Humanities and Social Sciences, Nursing, Health and Exercise Science, and Science - offer degree programs to approximately 7000 students, including approximately 740 graduate students. The College has a 95% freshman to sophomore retention rate, and a six-year graduate rate of 85%. TCNJ is ranked as one of the 75 most competitive schools in the nation by Barron's Profiles of American Colleges and is rated the number one public institution in the northern region of the country by U.S. News & World Report. TCNJ's campus, recognized as one of the most beautiful in the country is set on 289 tree-lined acres in suburban Ewing, near the state capital of Trenton, and about an hour from Philadelphia and New York City.

Demonstrates knowledge of Student Development Theory

Excellent Teaching Skills

Experience with student leadership curriculum

Experience with co-curr. Transcript

###