Position Title: Associate Dean of Students

Status: Exempt, salaried, 37.5 hours per week

Annual Salary Range: $79,350 - $87,550

Iliff School of Theology
Founded in 1892 by Colorado Seminary (now the University of Denver), and incorporated as an independent institution in 1903, Iliff School of Theology has been on the forefront of graduate theological education. Related to the United Methodist Church, Iliff serves more than 30 denominations and faith traditions. Iliff is committed to building and sustaining diverse, inclusive, equitable, and just environments as it educates future social justice, theological, and spiritual leaders committed to the greater community. Iliff is accredited by the Association of Theological Schools and Higher Learning Commission.

Job Description:
The Associate Dean of Students has two major areas of oversight: Enrollment Management and Student Service. The Associate Dean leads and sustains a team of people who actively promote Iliff’s academic degree programs to recruit prospective students to study at Iliff. The associate dean offers student services and community life support as students seek to fulfill their educational and vocational goals throughout students’ educational journey. Thus, this associate dean develops and supervises three main areas:

1) academic degree recruitment, admissions, and enrollment management;
2) student services, including academic advisors, the writing center, mental health and ADA services;
3) community life

This is an on-campus position with the opportunity to work remotely one day a week. The one day of the week is selected based on class schedule for the academic year. All employees are expected to work the full week on campus during “Gathering Days,” that is, one week each term when all students come to campus for in-person coursework.

The position reports to the Senior Vice President of Academic Affairs and Dean of the Faculty.
Position Duties:

**Recruitment, Enrollment and Retention**
- give oversight to a recruitment plan that identifies and engages prospective students and cultivates a student recruitment emphasis within the staff and faculty;
- work with Office of Media and Marketing staff to develop marketing and communications strategies relevant to student recruitment;
- stay current on developments in theological education as they pertain to student recruitment.
- develop student success practices to support retention, including support of international student success;
- develop and implement admissions policies consistent with Faculty Council approved admissions standards for each degree.

**Student Services**
- maintain the services that support student success in graduate studies;
- oversee development of New Student Orientation online and on-campus, including the development of student’s sensitivities to issues of diversity and belonging;
- coordinate the annual production of the Student Handbook;
- employ and supervise academic advisors: one who also directs the Writing Center, and one who also manages ADA support services;
- partner with the Dean of the Faculty, the Associate Dean of Curriculum and Assessment, and the Registrar to develop policies and processes that foster student success;
- participate in the Academic Review Committee’s assessment of student progress.

**Community Life**
- enhance student community both online and on-campus;
- coordinate the activities of Gathering Days, including all non-course programming;
- coordinate activities that support of students in the wake of major public events or traumas;
- be the liaison between administration and student groups;
- work with the President’s Office and Dean’s Office to produce Opening Convocation, Honors Convocation, and Commencement;

**Experience and Skills:**
- Successful leadership of either enrollment management or student success at a school of theology
- Deep familiarity with the changing landscape of diverse religious organizations in North America
- Excellent communication and interpersonal skills
- Self-motivated and able to work independently with minimal supervision and as part of a team
- Strong leadership and management skills
- Ability to think strategically and develop innovative solutions
- Passion for innovation in a small organization and a commitment to continuous learning

**Performance Expectations:**
- Must frequently communicate with students, staff, faculty, board members, and public community members. Must be able to communicate accurate information in these exchanges.
• Must be able to meet deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for the safety, well-being, and work output of others.
• Must be able to input information into and retrieve information from a computer, communicate, and exchange information for extended periods of time

Minimum Qualifications:
• Masters degree from a school accredited by the Association of Theological Schools. Doctorate preferred.
• Five years of experience as a higher education administrator with expertise in supervising and leading a team.
• Successful experience in working with culturally diverse communities, and/or have otherwise demonstrated a commitment to equity work.

Physical Demands:
• Must be able to remain in a stationary position for extended periods of time (Approximately 65% of the position is spent in a stationary position.) The employee is occasionally required to traverse the campus to move equipment, or visit an office and/or classroom.
• Light physical activity performing non-strenuous daily activities of an administrative nature.
• Ability to move up to 20lbs.

Work Environment:
Well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.

Benefits: Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, and a tax-deferred annuity plan.

The Iliff School of Theology is an equal opportunity employer and as such prohibits unlawful discrimination based on age 40 and over, race, sex, color, religion, national origin, mental or physical disability, genetic information, ancestry, sexual orientation, gender expression, creed, pregnancy, marital status, veteran status, or other legally protected statuses. Every person is treated equally according to their qualifications, abilities, and experience in conducting all personnel actions and procedures including, but not limited to, recruitment, hiring, placement, training, discipline, transfer, promotion, benefits, layoff, leaves of absence, compensation, and all other terms and conditions of employment. For more information, visit us at www.iliff.edu. Please submit a cover letter and resume to humanresources@iliff.edu. The position will remain open until filled.

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