

An Invitation to Apply: St. Catherine University Dean of Students



**ST. CATHERINE
UNIVERSITY**

Saint Paul • Minneapolis

December 2018

THE SEARCH

St. Catherine University ([St. Kate's](#)) invites applications for its Dean of Students position. The Dean provides oversight to the division of Student Affairs, with a focus on the overall student experience — ensuring that Student Affairs and programs support the holistic development and academic success of students across all degree levels. St. Kate's seeks a dynamic and committed leader to serve as the Dean of Students of a changing student population with complex support needs.

Based in the Twin Cities of St. Paul and Minneapolis, Minnesota, St. Kate's is home to a diverse group of nearly 5,000 students in a wide array of disciplines and degree levels. At its heart, the legacy of its founders, the [Sisters of St. Joseph of Carondelet](#) (CSJs), informs every facet of this private Catholic university. The Dean of Students will lead based on values inspired by the Sisters, including those of community, spirituality, and social justice.

The Dean of Students reports to the Senior Vice President for Enrollment and Student Affairs and works collaboratively across the University to ensure success of all functions of Student Affairs. This is an exempt, full time, year-round position. Compensation is commensurate with experience and qualifications, and includes excellent [benefits](#).

TO APPLY

To apply, submit a letter of interest, addressing, as appropriate, the issues and desired qualifications outlined in this profile. Include a current résumé or CV demonstrating relevant responsibilities and accomplishments, and the names and contact information of at least five references and the candidate's relationship to each reference. References will be called at a later stage and only with the candidate's foreknowledge.

Applications will be accepted through January 21, 2019. Individuals from underrepresented groups are especially encouraged to apply. All application materials are treated in a confidential manner and may be submitted in electronic form here at: stkate.edu/jobs.

Inquiries about the position may be made to:

Bree Dalager

Talent Acquisition Manager

bndalager318@stkate.edu

651-690-6732

St. Catherine University is committed to providing equal opportunities to all applicants and employees, according to all applicable equal opportunity and affirmative action laws, directives and regulations of federal, state, and local governing bodies and agencies. In keeping this commitment, it is the policy of St. Catherine University to base all employment decisions only on valid job requirements without regard to race, color, creed, religion, sex, national origin, genetic information, marital status, public assistance, local human rights commission activity, disability, age, sexual orientation or status as a qualified protected veteran.





ABOUT ST. CATHERINE UNIVERSITY

Formerly the College of St. Catherine, St. Kate's was founded in St. Paul in 1905 by the Sisters of St. Joseph of Carondelet, under the leadership of Mother Seraphine Ireland with Mother Antonia McHugh, who served as first dean and president. Founded in 17th-century France, the Sisters of St. Joseph are committed to doing "all of which woman is capable, and which will most benefit the dear neighbor." The Sisters' social justice mission of loving God and neighbor without distinction anchors their commitment to respond to the needs of the time. The University is named for St. Catherine of Alexandria, the 4th-century Egyptian philosopher, who suffered martyrdom for her faith.

St. Kate's is a nationally recognized University with the College for Women at its core. It is one of the most comprehensive Catholic universities in the United States, offering access to an education in over 80 academic programs ranging from professional certificates to post-graduate degrees in the liberal arts and professional programs. In 2009, St. Kate's moved from college to university status, retaining its tradition of academic excellence while expanding its structure to three colleges and three schools. The schools include the School of Humanities, Arts and Sciences (SHAS), School of Business, and Henrietta Schmoll School of Health, each of which serves students in the College for Women (one of the largest Catholic colleges for women in the nation), the Graduate College, and the College for Adults. The University's commitment to internationalization encourages students across schools and colleges to incorporate global learning and experiences into their education. St. Kate's is accredited through the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

ABOUT THE POSITION

The Dean of Students is responsible for the overall direction and oversight of all departments within the division of Student Affairs, with the goal of providing programs and services that support the holistic development and academic success of students across all degree levels, and in fulfillment of the University's mission and strategic plan.

Today, St. Catherine University serves approximately 5,000 students. The Dean of Students will have a critical role in developing a Student Affairs division poised to meet the needs of expected enrollment growth across all three colleges within the University (College for Women, College for Adults, and Graduate College).

The Dean manages an annual operating budget of \$5.4 million, and has eight direct reports, five indirect reports, and a total staff of approximately 55 in the Student Affairs division.

This position sits on the President's Cabinet, the University Budget Committee, the Campus Integration Work Group, the IT Governance Committee, the Student Affairs Leadership Team (SALT), the Early Alert System Team (EAST), the Commencement Committee, and chairs the Honors and Awards Selection Committee.

LEADERSHIP & VISION

The Dean of Students will oversee the holistic development of students at St. Catherine University. This includes the oversight and management of key Student Affairs services in a rapidly shifting market. The incumbent will be tasked with creating a vision for Student Affairs that encompasses the student experience, and brings together all three colleges within the University. This role will also be responsible for outlining the vision of what it means to meet students where they are at today, and providing them with the resources they need to be successful at the University.

Aligned with the University's Strategic Plan, *Setting Our Sails 2028*, the Dean will provide leadership on key student success initiatives. The Dean will work closely with Student Affairs directors, academic deans, faculty, and staff to help educate about and advocate for student needs and align them with program offerings.

The Dean is a member of the Enrollment and Student Affairs Leadership Team, and will play an integral role in ensuring a smooth journey from admission to graduation.

As a member of the President's Cabinet, the Dean is a thought leader in educating University leadership on the changing demographic and psychographic shifts in students today. The Dean will both encourage initiatives and support strengthening collaboration across all colleges, programs, and other divisions within the University.

INCLUSIVE EXCELLENCE

The Dean must have a demonstrated commitment to inclusive excellence. This includes a commitment to the core principles of diversity and inclusion with an explicit emphasis on equity and excellence in student learning. The Dean will be a champion of creating living, learning, and working environments that are rich in diversity and inclusion. St. Kate's is committed to making inclusive excellence a reality and has identified "Drive a Culture of Inclusive Excellence" as one of its six strategic priorities in the strategic plan. Goal areas identified relate to the need to increase the number of faculty and staff of color by implementing new recruitment strategies and training for search committees. Furthermore, the plan calls for a focus on increasing the retention rate of faculty and staff of color with additional resources for ongoing professional development. Additional initiatives include the expansion of equity and inclusion-centered curricular content in specific courses and in each program of study. Finally, the plan has an explicit focus on the articulation and development of the essential skills students must possess to succeed in diverse and inclusive workplaces and communities, and defining how the educational program and co-curricular student experience will foster these outcomes.



RESPONSIBILITIES

The responsibilities of the Dean of Students include:

- Overall responsibility for Student Affairs divisional/departmental strategic planning; policy development, protocols, and implementation; and assessment.
- Develop and oversee divisional budgets.
- Ensure that student service departments and programs provide effective support to students for a successful academic experience.
- Ensure an engaged campus environment that provides a holistic student experience.
- Develop and maintain student-centered policies and procedures that are student-centered.
- Work collaboratively with academic deans to develop a deep understanding of our students and how they best learn.
- Support the delivery of an outstanding co-curricular education that enables students to learn, thrive, complete their degrees at high rates, and find meaningful work.
- Develop, regularly revise, and implement a fair and just *Student Code of Conduct and Community Expectations* that protects the rights and responsibilities of all students.
- Co-develop University health, wellness, and safety initiatives.
- Oversee production of the online student handbook.
- Provide oversight of the University's Student Health Insurance program.
- Serve as the Title IX Deputy Coordinator, including overseeing training for all students.
- Act as a key member of the Enrollment Management and Student Affairs divisions to help guide a comprehensive enrollment strategy.
- Co-lead coordination of the University's commencement ceremonies and day-of activities.
- Provide a listening and physical presence, and support for students, among all degree levels and programs.
- Initiate regular contact with student groups and individual students regarding issues of concern, policies, and campus climate.
- Co-advise Student Senate.
- Act as an advocate for student voice.
- Present at numerous training, retreat, and prospective student sessions.
- Supervise the editor of *The Wheel*, the student newspaper.
- Oversee development and publication of online and print materials, in partnership with Marketing and Communications, which provide accurate, current, and complete information about Student Affairs to internal and external audiences.



REPORTING DEPARTMENTS & MAJOR AREAS OF RESPONSIBILITY

- Career Development
 - Internships
 - Interviewing
 - Job search skills
 - Résumés and cover letters
 - Major and career assessment
 - Job fair
- Community Work and Learning
 - Service learning
 - Community engagement
 - Civic engagement
 - Community leader – student employment
- Counseling Center – St. Paul
 - Counseling services
- Counseling and Student Development – Minneapolis
 - Counseling services
- Health and Wellness Center
 - On-campus clinic for students
 - Health and wellness programming/education
- Multicultural & International Programs and Services (MIPS)
 - Peer-mentoring
 - Support services
- O’Neill Center for Academic Development
 - Disability resources
 - Study skills
 - Tutoring
- Residence Life
 - On-Campus Housing and Programming
 - Resident Advisors
 - Residence Hall Association (RHA)
 - National Residence Hall Honorary (NRHH)
- Student Center and Activities
 - Campus involvement/engagement



- o Orientation
- o Student clubs and organizations
- o Student governing boards — College for Women Student Senate, Graduate Student Advisory Board, College for Adults Student Advisory Board
- o Social Events and Experience for Katies (SEEK)
- o Leadership, Encouragement, Assistance and Development (LEAD) Team
- o Coeur de Catherine (CdC) Student Center
- o CdC Information Center

QUALIFICATIONS

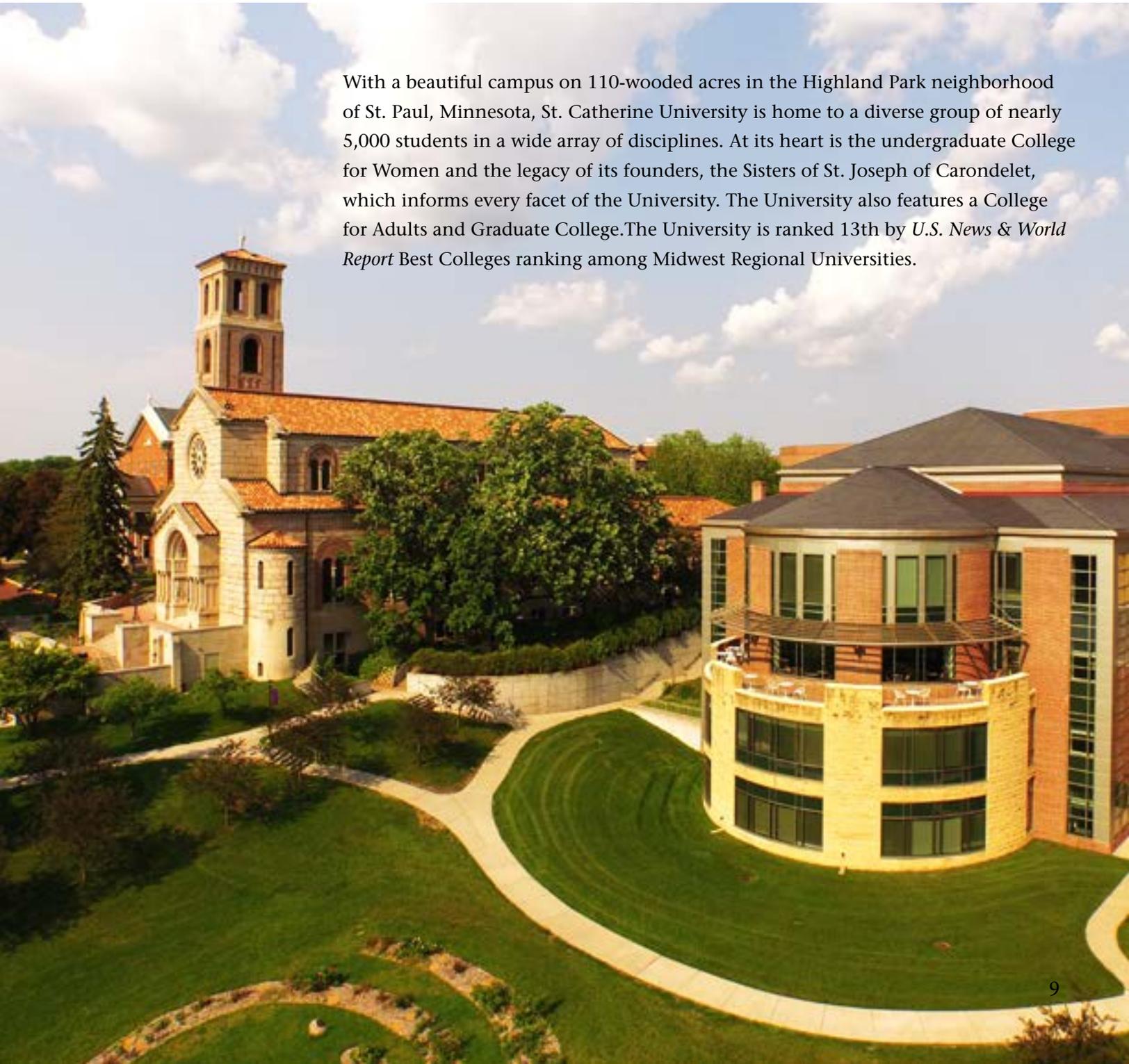
REQUIRED

- A master's degree in higher education leadership/administration, student development, student personnel, or related field.
- 7—10 years of progressive leadership in student affairs and/or a higher education-related field.
- In-depth familiarity with and/or working knowledge of legal issues within higher education (e.g., Title IX, FERPA, HIPAA, DOE/ECR compliance, judicial/code of conduct).
- Demonstrated ability/interest/knowledge of working in an environment committed to the education of women, with a focus on the liberal arts, in a Catholic environment.
- Understanding of the dynamics of and an ability to work in and support a Catholic or faith-based institution/environment with a religiously diverse student population.
- Demonstrated ability to supervise departments across a wide range of disciplines, and the ability to develop and lead a student affairs team.
- Demonstrated knowledge of student development theory and models, including practical implementation strategies.
- Demonstrated ability to develop, manage, and monitor budgets and revenue projections.
- A career performance history of respectful working relationships that promotes diversity and inclusion in culturally competent ways, with respect to age, race, sexual orientation, gender identity, student-parent status, first generation students, etc.
- Commitment to the tripartite mission of St. Kate's: Catholic, liberal arts, and women.
- Proactive approach to student outreach and visibility of the Office of Student Affairs.
- Ability to multi-task and simultaneously manage a large number of projects and initiatives; ability to balance both immediate needs of the role as well as engage in higher-level visioning and strategic planning.
- Ability to remain calm, support community, and lead/manage a team during crises.
- Exceptional emotional intelligence and relationship-building skills.
- Excellent communication skills, both written and verbal; well-developed public speaking skills; exceptional listening skills.
- Genuine commitment to and a high level of empathy for the student experience of our very diverse and support-requiring student body.
- Highly collaborative working style with the ability to work with colleagues across institutional reporting structures (e.g., operations, budget, advancement).
- Involvement in professional organizations such as ACPA, NASPA, CIC, ACCU, and ASACCU.
- Technically competent in Microsoft Office and Google platforms.

PREFERRED

- An earned doctorate in higher education leadership/administration, student development, student personnel, or related field.
- Experience with administration at a women's liberal arts college.
- Experience with providing support to online and distance-learners.

With a beautiful campus on 110-wooded acres in the Highland Park neighborhood of St. Paul, Minnesota, St. Catherine University is home to a diverse group of nearly 5,000 students in a wide array of disciplines. At its heart is the undergraduate College for Women and the legacy of its founders, the Sisters of St. Joseph of Carondelet, which informs every facet of the University. The University also features a College for Adults and Graduate College. The University is ranked 13th by *U.S. News & World Report* Best Colleges ranking among Midwest Regional Universities.





UNIVERSITY FACTS

STUDENT POPULATION

Total Enrollment — Fall 2017

4,724

Traditional undergraduates:

1,910

Adult Bachelors:

576

Graduate Students:

1,566

STUDENT COMPOSITION

Identify as Women

94%

Multicultural

27%

First generation

33%

Traditional age

60%

Pell Grant Recipients:

44%

OTHER STUDENT DATA

Student to Faculty Ratio:

10:1

Average Class size:

18

Student Retention First Year
Baccalaureate

81%

Popular Majors:

**Nursing, Public Health, Social
Work, Biology, Psychology,
Accounting**

First Year Residential Students:

69%

Study Abroad:

23%

Honors societies:

25

Clubs and Organizations:

70

Varsity Sports:

12

INSTITUTIONAL FINANCES

Operating Budget:

\$111 million

Current Endowment:

\$125 million

RANKINGS

*According to the most recent survey
published in U.S. News & World
Report, St. Kate's is ranked:*

13th

*Best Regional Universities Midwest
Rankings*

3rd

in terms of Economic Diversity.

Athletic Division:

NCAA Division III

Athletic Conference:

**Minnesota Intercollegiate
Athletic Conference (MIAC)**

STRATEGIC PLAN

The newly launched strategic plan for St. Kate's, "Setting our Sails 2028," is tightly connected to the institution's mission and vision. The extensive strategic planning process engaged internal and external focus groups including students, faculty, staff, alumnae, the Board of Trustees, the Sisters of St. Joseph, partner corporations, and partner nonprofits.

The plan has six strategic priorities:

Strengthen Academic Excellence, Stake our Claim, Forge Partnerships, Foster Forever St. Catherine, Drive a Culture of Inclusive Excellence, and Build a Strong and Sustainable Foundation.

