Franklin College (www.FranklinCollege.edu) is accepting nominations and applications for the position of Associate Dean of Students. Franklin College firmly believes that student involvement enhances student learning, student success, the development of leadership skills and civic responsibility. The involvement of students in programming and campus organizations is also a significant factor in student persistence in college.

Reporting to the Vice President for Student Development and Dean of Students, the Associate Dean of Students is the leader of the College’s efforts to ensure students have the challenge and support they need to be successful both in and out of the classroom. This position contributes to the quality of residential experience, the sense of community on campus, and a commitment to the health and wellbeing of students.

The Associate Dean of Students has division-wide responsibilities and serves in place of the Vice President in his absence. The position supervises Residential Life and the Health and Counseling Center.

**Required qualifications:** Master’s Degree in Student Personnel, Student Development, Higher Education, or related field; at least eight years of experience in Student Affairs; experience in supervision of professional staff; experience in the development and implementation of programs focused on student engagement, development, and support; knowledge of best practices and policies in residential life and health and wellness; experience with student conduct/addressing student behavioral concerns; experience with Behavioral Intervention Teams; experience with use of social media and marketing to college students; strong interpersonal and communication skills, both written and oral.

**Primary Responsibilities:**
- Serve as the Vice President’s designee as needed
- Serve as a conduct officer and Title IX investigator
- Lead the staff and programs of Residential Life, which includes four traditional residence halls, several campus houses, and approximately 600 students
  - Supervise professional and paraprofessional staff and provide oversight in the development and implementation of a residential curriculum, which complements the academic curriculum and enhances the student experience and persistence
  - Manage housing assignments and The Housing Director, the institution’s housing software
  - Respond to student crises in collaboration with other members of the campus community
  - Supervise department budgets, contracts, etc.
  - Evaluate and assess staff and programs
- Lead the staff and programs of the Health and Wellness Center
  - Supervise the college nurse and mental health counselors
o Oversee implementation and maintenance of electronic records
o Supervise department budgets, contracts, etc.
o Evaluate and assess staff and programs

- Coordinate and oversee the division’s publications, marketing and communications, including the student handbook
- Assist with parent/family programming and communication, including coordination of the Parent Council
- Assist with other division- and campus- wide functions as assigned by the Vice President of Student Development

Application Process:
Human Resources will accept applications until the position is filled. The new associate dean will be invited to begin immediately. Applications should be submitted (MS Word or Adobe PDF). Click link to apply for position here – Franklin College Staff Application

Contact Human Resources with additional questions.

Franklin College
101 Branigin Boulevard
Franklin, IN 46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College’s policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.