



# ASSISTANT DEAN OF STUDENTS FOR STUDENT SUPPORT AND DIRECTOR OF RESTORATIVE PRACTICES

## *Student Affairs/Dean of Students*

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### **POSITION SUMMARY**

Reporting to the Vice President for Student Affairs and Dean of Students, the Assistant Dean of Students for Student Support and Director of Restorative Practices oversees the College's Student Success Team and provides leadership for College-wide initiatives related to restorative practices and restorative justice, and is a key staff member regarding Student Affairs divisional strategic planning efforts. This position manages the confidential data and communications of the Student Success Team to support individual students. The person in this role is also a member of the College's Student Progress Committee. This position will also chair/co-chair the College's Restorative Justice Committee.

This successful fulfillment of this position requires a strong understanding of student development, strong interpersonal and communication skills, a strong understanding of equity and justice, and the ability to work effectively and support students from diverse backgrounds, self-initiative, an understanding of relevant federal and state laws as well as school policies, critical thinking, and the ability to make decisions autonomously.

### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

The following describe the primary responsibilities of the position. Other duties may be assigned by the Vice President for Student Affairs/Dean of Students as needed.

#### **Divisional Leadership**

- Serve as one of the deans in the Division of Student Affairs.
- Serve on the Student Affairs Dean's Leadership Team.
- Serve on the Dean-on-Duty 24-hour duty rotation.
- Supervise staff in the Division as assigned by the Dean of Students.

#### **Student Success Team**

Take leadership role in managing the response and intervention system, including data management, by which the campus community reports students of concern and timely follow up by doing the following:

- Monitor electronic (and other) reports as they are received and prioritize them.
- Provide guidance to the Student Success Team (SST) in weekly meetings at which moderate to high-level student cases are discussed and action plans decided.
- Update the SST website to ensure that it is visible and contains accurate, easy-to-find information.
- Oversee training efforts by the SST to inform the campus community about Occidental College's methods and tools for sharing concerns about students.
- Facilitate the reinstatement process for students by communicating with the students what documentation is needed and then reviewing the necessary documentation.

- Communicate with professors and others as appropriate when a student is unable to participate in class or other activities (work, sports, etc.) due to serious illness, injury, or hospitalization.
- Organize appropriate staff development trainings and workshops for members of the Student Success Team.
- Oversee the campus-wide duty response system including Assistant Deans, Residence Education Professional Staff, Project Safe Victim's advocate, and Counselors-on-Call.

### **Students with Academic Concerns**

- Collaborate with Academic Associate Deans to address students who have academic concerns.
- Meet individually with students who have academic concerns to offer guidance, direction, and support.
- Delegate cases as appropriate.

### **Restorative Practices**

- Lead Oxy's Restorative Justice Committee
- Promote College-wide development of an equitable, accessible, and inclusive school community
- Provide leadership in implementing inclusive College-wide restorative practices, including training and support for staff and faculty members, students, and families
- Facilitate community building/strengthening circles for students, faculty, and staff
- Assist staff and faculty in facilitating community-building circles by providing training and ongoing support
- Coordinate student-led restorative practices including community building and circle-keeping
- Connect students to appropriate resources based on outcomes of restorative circles or conferences
- Collaborate with faculty, the College's counseling center, the Intercultural Community Center, the Office of Religious and Spiritual Life, and other staff and administrators to engage students in community-building and the restorative process
- Use data to assess and improve restorative programming and outcomes for students
- Engage in ongoing professional learning/development in Restorative Practices
- Provide recommendations and feedback to the Vice President for Student Affairs regarding best practices in restorative practices implementation

### **Divisional Strategic Planning Initiatives**

The Assistant Dean of Students for Student Support and Director of Restorative Practices will provide support to ensure that Student Affairs divisional strategic planning efforts are coordinated and achieved by the Division of Student Affairs leadership. Work includes:

- Collaboration with the Vice President of Student Affairs and Student Affairs leadership to prioritize strategic planning efforts.
- Development of assessment measures to ensure if and how thoroughly goals are achieved.

### **Other**

The Assistant Dean of Students for Student Support and Director of Restorative Practices serves on both division-wide and campus-wide committees to represent Student Affairs and the Dean of Students Office. This person works closely with Academic Affairs, Emmons Wellness Center, Residential Education and Housing Services, the Intercultural Community Center, the Office of Religious and Spiritual Life, and faculty to address and support student needs - and to facilitate restorative practices at the College. It is expected that this individual will participate in professional development annually to remain current on best practices as well as changes in federal and state laws relevant to the job responsibilities. This position will perform other duties as assigned by the Vice President of Student Affairs and Dean of Students.

## QUALIFICATIONS

A Master's degree is required, as is a minimum of five years working in leadership within applicable areas (student support and success, and restorative practices/justice within higher education). Experience working with diverse student populations to advance issues related to equity and justice is also expected.

## APPLICATION INSTRUCTIONS

For full consideration, please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to [deanofstudents@oxy.edu](mailto:deanofstudents@oxy.edu) and [resumes@oxy.edu](mailto:resumes@oxy.edu) *by no later than July 1, 2022*.

### *Additional Information:*

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources ([hr@oxy.edu](mailto:hr@oxy.edu)).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.