Position Title: Dean of Students

Job Bulletin Number: 103274

Classification: Administrator III

Department: Dean of Students

Full/Part-time: Full-time

Employment Type: MPP – this position is part of the California State University Management Personnel Plan (MPP). No tenure or permanent status can be achieved within the MPP.

Bargaining Unit: M80

Pay Plan: 12 month

Salary Range: Hiring salary anticipated to be $110,000 - $130,000 commensurate with education and experience.

Benefits: Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.

Pre-Employment Conditions: Background including fingerprinting

Closing Date: Open until filled. A review of applications will begin Thursday, April 1, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY:
Under the general direction of the Vice President for Student Affairs and Cadet Development (VPSACD), the Dean of Students assists the VPSACD in providing vision, leadership and management for the Division of Student Affairs and assumes responsibility for managing aspects of the Division in the absence of the Vice President. The position provides administrative oversight to the Dean of Students office including establishing priorities and work assignments, staffing and O/E budget allocations, department policies and procedures, and interprets University policies to students. The incumbent is responsible for handling staffing decisions, including personnel actions and discipline.
The Dean of Students serves as a senior member of the VPSACD’s leadership team, assuming leadership on projects, planning and implementation; serves as the VPSACD designee for campus community initiatives, including FYE, university town/gown relations and the AS Board of Directors, and represents the Division on committees such as the Instructionally Related Activities Committees; serves as the Deputy Title IX Officer, addressing student sexual violence complaints. The position also initiates the Behavioral Intervention and CARE teams, addressing student campus violence reported and/or suspected, and critical incidents; consults with the University Legal Counsel, President’s Office, Police Department and other campus administrators on related concerns; and, provides consultation and leadership regarding crisis intervention.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at http://www.csum.edu/web/hr/careers.

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

California State University Maritime Academy has been developing leaders with and for the global, maritime industry for over 90 years. A staple to the Cal Maritime experience is that all undergraduates are known as cadets and they make up the student body, which is called the Corps of Cadets. This unique structure puts day-to-day responsibility and accountability into the hands of cadets. Graduating cadets are ready to step into any professional setting as a team player and a leader.

MAJOR RESPONSIBILITIES:
• Provides direct leadership and administrative oversight to units within the Dean of Students' area, including: Care Team, Student Conduct, EOP, DSO, Student Engagement and Associated Students Inc., assessing the effectiveness of program strategies and approaches, establishing work assignments for staff, allocating resources and establishing unit priorities. Responsible for handling staffing decisions, including personnel actions and discipline.
• Responsible for management of department budgets, prioritizing program funding, establishing long-term and short-term goals.
• Lead University’s First Year Experience, by collaborating across divisions to create high touch retention program.
• Operates as a visible leader, being present at cadet related events to ensure that cadets feel comfortable approaching the Dean of Students.
• Serves as the University point of contact for crisis intervention with cadets; interfaces with the VPSACD and Cal Maritime PD regarding student/campus emergencies and complex cadet issues. Serves as the VPSACD’s designee for addressing student deaths, parent/family needs, campus vigils, and academic department-related concerns.
• Serves as the Deputy Title IX Coordinator for student complaints; receives student complaints of discrimination and harassment; collaborates to implement related training to the campus.
• Provide student advocacy related to policies, procedures, and complaints; assist parents and students in resolving concerns; provide campus referrals as required; liaison with faculty and administrators regarding student needs and university programs.
• Assume a visible and genuine commitment to diversity, mutual respect, intellectual freedom, and university citizenship, and engages in collaborative initiatives to promote an inclusive and safe campus environment.
• Present on behalf of the Dean of Students Office and the University at various events including Orientation, Keelhauler Week, Preview Week etc.
• Partner closely with the Commandant of Cadets on the support services, leadership development, and key events across campus. Key events include Orientation, Commencement, Cal Maritime Day, Homecoming, Cruise and International Experience
• Promote and strengthen the connection of all cadet leader organizations on campus to support one another, establish goals and outcomes, and promote the Corps of Cadets community-based learning.

REQUIRED QUALIFICATIONS:
• Master’s Degree in Student Affairs, Higher Education Administration, or related field is required as well as a minimum of ten years of higher education experience with progressively increasing responsibilities.
• Superior written and verbal communication skills; expert networking and interpersonal skills including strong consultative skills and the ability to mediate, negotiate, and persuade others to positive action and outcomes.
• Ability to proactively anticipate potential problems/issues and take appropriate action.
• Ability to negotiate and resolve highly sensitive complex, and/or unprecedented problems.
• Thorough knowledge and demonstrated success in developing and implementing short- and long-term strategic plans.
• Strategic planning, program assessment and program evaluation, budget planning and management skills.
• Demonstrated success in building consensus between and among individuals and groups with diverse interests.
• Thorough knowledge of student development theory and practice and the ability to interpret policies and procedures. Familiar with current practices in resident student communities.
• A high level of collegiality in working with other student affairs units as well as campus and community constituencies along with the ability to build collaborative relationships characterized by mutual respect, trust, and commitment to shared goals. Integrity, creativity, energy, and decisiveness along with the capacity to engage and inspire others.
• Highly effective in all aspects of crisis management, including the ability to work collaboratively with others in managing crises.
• A strong record of success as a supervisor, including but not limited to performance evaluation, professional development, setting individual goals, and assessment of performance effectiveness.

PREFERRED QUALIFICATIONS:
• A Ph.D. or Ed.D. in higher education, leadership or related is preferred.

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 pounds.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

MANDATED REPORTER: The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix
EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.