

Dean of Student Affairs
Duke Kunshan University
Job Description

Position Overview:

Duke Kunshan University, a newly formed joint venture institution in Kunshan, China invites nominations and applications for the position of Dean of Student Affairs. Reporting to the Executive Vice Chancellor, the Dean of Student Affairs is the chief student affairs officer at Duke Kunshan University. The Dean is responsible for continuing the university's commitment to student success by establishing and sustaining an environment of inclusiveness and support for the campus's diverse student body, supporting student learning, fostering a strong sense of community, and promoting growth through engagement in the life of the DKU campus.

Reports to:

Executive Vice Chancellor

Essential Duties:

The Dean will lead a growing team of student affairs professionals to prepare DKU for a growth of the student body from its initial class of 260 in 2018 to 2000 by the year 2022 with new facilities, staff and programs added each year. The areas within the office include athletics and recreational sports, student health and wellness, counseling, student engagement, student conduct and residential and student life.

Key Job Responsibilities Include:

- Lead and manage the overall student affairs portfolio, which includes all co-curricula and outside-the-classroom student activities.
- Direct all programmatic activities related to promoting cross cultural understanding and integration among a highly diverse student population.
- Oversee all medical and mental health related services and counseling in support of student personal and inter-personal needs and interactions.
- Orchestrate a vibrant and rich portfolio of student social and cultural activities that takes full advantage of a global campus located in China.
- Play a leadership role in support of student clubs and related organizations and assist with the development of student government and associated types of units on campus.
- Oversee all campus residence life facilities for both undergraduate and graduate students; and

serve as a member of the senior leadership team in developing appropriate policies and procedures in support of a high quality student life experience for both graduate and undergraduate students.

- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- A doctoral degree in a relevant field (student personnel administration, higher education administration, or similar discipline).
- At least ten years of progressively responsible leadership in student affairs are required.
- Possess a record of success in creating and implementing a vision for a student affairs division at a liberal arts and research university.
- Demonstrated experience integrating student affairs with academic affairs; a record of effective and innovative leadership in policy development, strategic planning, diversity programming, and student engagement programming.
- Demonstrated commitment to staff diversity, learning, and development. At least five years of progressively responsible senior managerial experience with an institution of higher education is preferred.

Preferred Qualifications:

- Demonstrated ability to manage in a complex, global environment.
- Demonstrated knowledge of student development theory and a broad range of trends and best practices internationally in student development programs and services.
- Experience with critically assessing the efficiency and efficacy of services to students, including those delivered through technology.
- History of success with student outcomes development, measurement and achievement.
- Ability to mentor staff and advance a culture of service and collaboration with all campus constituencies.
- Experience in providing response and assistance to students in crisis situations.
- Proven ability to create a climate responsive to student concerns.
- Excellent communication skills, including the ability to listen to all points of view, build consensus on initiatives and issues, and inform others of policies and plans.
- Experience with the design, construction and opening of student life facilities, particularly an

athletic complex, residence halls and a community center.

Other Characteristics and Attributes:

- Possess a deep understanding of the residential student experience and the contributions of residence life to campus life.
- Exhibit strategic thinking and an ability to contribute to discussions of university issues beyond student affairs.
- Possess a high degree of positive energy and enthusiasm that will inspire, motivate, empower, and stimulate students and staff to achieve their full potential.
- Be comfortable with the ambiguity and adaptability that accompanies a new, developing, joint venture university in China.
- Demonstrate success in being a persuasive, effective advocate for student life and the student body within the larger university community, and be comfortable articulating the value of student engagement to the overall educational experience.
- Be visible and engaged in all types of campus, student, and community activities, events, and student interaction.
- Empower staff to reach personal and professional goals through a supportive work environment, positive staff development, and calculated risk-taking.