

Assistant Dean of Student Development  
Gillette Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=217503>

Downloaded On: May. 9, 2024 10:01am

Posted Jul. 12, 2023, set to expire Jun. 20, 2024

**Job Title** Assistant Dean of Student Development  
**Department** Student Affairs  
**Institution** Gillette Community College District  
Gillette, Wyoming

**Date Posted** Jul. 12, 2023

**Application Deadline** open until filled

**Position Start Date** August 2023

**Job Categories** Associate/Assistant Dean

**Academic Field(s)** Administration - Student Affairs

**Job Website** <https://gillettecollege.org/about/employment-opportunities/>

**Apply By Email** [dsanders@gillettecollege.org](mailto:dsanders@gillettecollege.org)

**Job Description**

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Job Title: Assistant Dean of Student Development

FLSA Status: Exempt

Department: Student Affairs

Reports to: Dean of Student Affairs

**Job Summary**

The Assistant Dean of Student Development serves as a key member of the Student Affairs leadership

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team. This position is responsible for the oversight and the development of a strategic vision, in conjunction with the Dean of Student Affairs, for all aspects of a comprehensive student experience at Gillette Community College District. This position reports to the Dean of Student Affairs and is tasked with providing leadership to the residential life experience, judicial affairs, and programming. This position will provide direct supervision to the Director of Campus Life and Housing and Director of Counseling Services. The Assistant Dean of Student Life works collaboratively with all campus departments and is responsible for working with the Dean of Student Affairs to establish Diversity, Equity, Inclusion initiatives, a leadership development program, and is responsible for fostering a welcoming, developmental experience via the recruitment, enrollment, retention, and completion phases of GCCD students. This position will also play a vital role in Title IX investigations, crisis response and emergency incident management, and will participate in an on-call rotation.

### **Essential Duties and Responsibilities**

- Provide direct supervision to the Director of Campus Life and the Director of Counseling Services.
- Provide support to and assist with implementation of new student orientation activities and events.
- Respond during emergency or crisis situations and participate in on-call/emergency evaluations including some evenings and weekends.
- Prepare and review annual budgets in collaboration with residence life and counseling services.
- Participate in evening and weekend duty coverage on a rotational basis with other designated professional staff.
- Design and implement a leadership program designed for first- and second-year students and developing leaders.
- Design and implement a robust, student ambassador program.
- Facilitate educational and developmental administrative hearings and adjudication for students going through Student Code of Conduct Process.
- Conduct Title IX Investigations and write corresponding reports and/or act in the capacity of Advisor, Investigator, Conduct Hearing Officer, or Hearing Board Member in Title IX cases as needed.
- Familiarize and remain current with training and guidance pertaining to the Student Code of Conduct, Title IX, VAWA, and Drug Free Schools and Communities Act
- Assist in the development of strategic, on-going program initiatives and trainings for students, faculty and staff pertaining to Title IX and Student Conduct
- Provide strategic vision to all campus activities, ensuring compliance with Title IX, Drug Free Schools Act, and other Federal compliance requirements.
- Design and implement Diversity/Equity/Inclusion initiatives while cultivating a committee of interested individuals to assist in this work.
- Serve on division or campus-wide committees as appropriate as requested by the Dean of

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Student Affairs.

- Advise and refer individual students on a wide range of academic, personal, and disciplinary matters, referring to various on or off-campus resources as appropriate.
- Performs all other duties and responsibilities as assigned or directed by the supervisor. This may include attendance of and participation in required training for the role.
- Other duties as assigned.

**Knowledge, Skills, and Abilities Required by the Position**

- Must have strong interpersonal skills, including written and verbal communication skills, and excellent public relations skills including the ability to collaborate with many diverse constituencies.
- Must be able to build relationships across campus with faculty, staff, and students and foster positive collaborative community partnerships.
- Established ability to work with and advocate for traditionally underserved students and to support faculty and staff in meeting these needs with a commitment to diversity, equity, and inclusion.
- Demonstrated record of ability to communicate effectively both orally and in writing.
- Working knowledge of automated systems and the ability to effectively utilize information technology to develop reports.
- Strategic thinking and analytical problem-solving abilities.
- Comprehensive experience managing all aspects of student life that support enrollment and retention.
- Ability to develop a highly collaborative working environment to achieve individual, divisional, and College-wide goals.
- Experience developing and implementing College-wide and divisional strategic plans.
- Strong sense of personal and professional integrity as well as a tolerance for differing points of view.
- Demonstrated knowledge of enrollment processes and trends in order to support the creation and implementation of proven strategies to attract and enroll students in degree programs and credit-bearing non-degree courses.
- The ability to take strategic and intelligent risks, identify innovative opportunities, and participate in a decision-making process that is data-informed, collaborative, and contextualized by the human factors involved.
- A transparent and relational leadership style that fosters collegiality and collaboration in the decision-making process and that originates from empathy, compassion, and care.
- A strong communicator, demonstrating active listening skills and the ability to inspire others.
- Competence in leadership, planning, assessment, and budgeting.

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- A commitment to quality student-centered service and student success.
- Experience working with a diverse faculty, staff, and student body and an ability to promote a campus climate that supports GCCD's values and encourages equity and inclusion.
- Experience managing and supervising multiple departments/units within Student Affairs
- A demonstrated record of effective leadership in increasingly responsible positions in higher education, including supervision and coordination with other professionals.
- Experience with modern Student Information Systems such as Banner or Colleague
- Proven ability to motivate change.
- Strong organizational skills to prioritize and perform multiple tasks seamlessly with excellent attention to detail, while also demonstrating the highest level of customer service
- Highly resourceful team-player, with the ability to also be extremely effective independently and to demonstrate a proactive approach to problem-solving.
- Proven ability to manage confidential information with discretion.

**Working Conditions/Physical Requirements**

- Prolonged periods of sitting at a desk.
- Must be able to lift up to 20 pounds.
- Work schedule requiring some evenings and weekends.

**Supervisory and Management Responsibility**

- Director of Campus Life and Housing and Director of Counseling Services.

**Minimum Qualifications**

- Master's degree required.
- Student Affairs experience.
- Leadership experience.
- All candidates must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practice within the classroom.

**Preferred Qualifications**

- Live-in residence life work experience.
- Two years of experience in residence life or student affairs related area.
- Experience and training working with Title IX.

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- Experience and training working with Diversity/Equity/Inclusion initiatives.
- Crisis management/critical incident experience.
- Experience utilizing Maxient.
- Fluency in both English and Spanish languages is highly desirable.

**Preference will be given to the candidate who demonstrated the ability to interact with diverse audiences and who is able to incorporate innovative, inclusive pedagogies and technology into their teaching.**

**Complete applications will contain a GCCD Application, cover letter, resume, philosophy of teaching statement, leadership philosophy statement which includes philosophy of diversity, equity and inclusion, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references.**

**HOW TO APPLY: VISIT [WWW.GILLETTECOLLEGE.ORG](http://WWW.GILLETTECOLLEGE.ORG) OR SUBMIT THE REQUIRED DOCUMENTS TO [DSANDERS@GILLETTECOLLEGE.ORG](mailto:DSANDERS@GILLETTECOLLEGE.ORG).**

### **EEO/AA Policy**

#### **Equal Opportunity and Affirmative Action Employer**

*Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Kristyn Percifield, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [kpercifield@gillettecollege.org](mailto:kpercifield@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.*

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**Contact Information**

Please reference Academickeys in your cover letter when  
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**Contact**     Danielle Sanders  
                    HR Coordinator  
                    Gillette Community College District  
                    300 W Sinclair St  
                    Gillette, WY 82718

**Phone Number**     307-681-6322

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