

Associate Dean, Student Health and Wellness

Tracking Code

872-215

Job Description

Reporting to the Vice President of Student Affairs, Diversity and Inclusion, the Associate Dean, Student Health and Wellness leads the division of Student Affairs in the development of a holistic approach to ensuring student health, personal development, and overall well-being. Specifically, the Associate Dean provides strategic direction for a comprehensive portfolio that includes the management of student health service contractual partnership, counseling services, wellness education and advocacy. In conjunction with the Vice President of Student Affairs, Diversity and Inclusion, the Associate Dean provides leadership for the division's response to students of concern; monitors research and current behavioral trends affecting college students; develops campus-wide interventions for alcohol and other drug issues and related peer education programming; assesses and evaluates all related operations, policies, and programs to ensure mission compliance, student impact, and organizational effectiveness. The Associate Dean, Student Health and Wellness assumes additional leadership responsibilities within the division of Student Affairs.

Key Responsibilities:

- Provide leadership and functional responsibility for the strategic planning, development, implementation, and evaluation of a multi-faceted campus-wide wellness education program and key performance measures for students' physical, emotional, psychological, and overall well-being.
- In partnership with the VPSA, envision, plan, and implement a new student health and wellness strategy.
- Using a broad-base of knowledge and expertise in areas such as counseling, substance and drug use prevention, resilience and reflection, guide and oversee campus-wide harm reduction programming, student success, and intervention strategies incorporating mental health education principles, practices, and models that have been proven effective in similar settings.

- Support and advocate for undergraduate and graduate students who experience crisis; intervene directly in highly sensitive cases involving critical illness/injury, mental illness and other threats to mind and body.
- Create regular opportunities to dialogue with faculty and professional staff about health assessment and wellness education in order to broaden the campus community understanding of bio-psychosocial influences on health behaviors and affect positive change.
- Develop co-curricular programming to reduce inappropriate behaviors and increase positive behaviors by students; anticipate, evaluate, and address changes in student needs and improve the student experience on campus.
- Collaborate with the Director of Wellness and Director, Counseling Service to support, develop, and promote initiatives, programming, and outreach directed toward students' physical, mental, emotional, and psychological well-being.
- Collaborate with Chief Equity Officer on gender-based misconduct cases; develop procedures and employ best practices to reduce incidences of sexual misconduct and provide victim advocacy support.
- Serve as the Deputy for Advocacy and Support in the Equity Leadership Model; creating and implementing a campus wide education strategy.
- Develop collaborative partnerships across campus – both in and outside the classroom – to ensure strategic integration of holistic wellness programs, initiatives, and services.
- In partnership with the Diversity and Inclusion Office, design and present on going trainings around Equity Issues for various College constituents.
- Coordinate efforts to enhance collaborative relationships with other local colleges and universities, local and state agencies, health care providers, and other entities to advance the College's wellness agenda.
- Chair, CARES Team – The College's Behavioral Intervention Team
- Serve as an Administrative Hearing Officer for Community Standards
- Serve as senior member of the crisis response team, specifically the senior response team; serve on call a minimum of 8 weeks an academic year and respond at any time if called to assist in any campus crisis response; coordinate, respond, and/or assist with student and campus emergencies/crises; conduct necessary follow-up with Public Safety, local agencies, and/or parents and

staff as needed; assist with coordination, communication and implementation of emergency response plans and actions.

- Assumes additional responsibilities as required.

Working Conditions:

- Regular evening/weekend work required

Required Skills

- Excellent leadership, diplomacy, and team management skills with the ability to engage others through a participative process, while serving as key decision maker.
- Demonstrated commitment to working with a diverse and inclusive student body, faculty, staff, and other constituents.
- Strong project and program management and evaluation skills.
- Demonstrated strengths in public speaking and presenting; excellent interpersonal and written communication skills.
- Ability to establish and maintain collaborative relationships with students, faculty, staff, and parents.
- Flexibility and willingness to assume new tasks and special projects.
- Strong technology skills including proficiency in Microsoft Office (Word, Excel, PowerPoint) and internet-based software systems.

Required Experience

- Master's degree in higher education, student affairs administration, college student personnel/counseling or equivalent. Doctorate preferred.
- Minimum 8-10 years of related experience in student affairs with an emphasis on student and leadership development, student activities and programming, or experiential learning.
- Knowledge of student development theory, program development, management and leadership education, learning outcomes assessment, staff training/development, and student advisement.
- Proven experience in student crisis management and emergency response.

Additional Experience, Skills & Abilities:

- Previous experience working on student issues related to Title IX, specifically with respect to victim advocacy and education
- Clinical Experience, Education or Expertise in Personal Counseling or Health Services is preferred.

DISCLAIMER:

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

***** Application Instructions Specific to this Position *****

Currently enrolled Berklee students may not apply for staff or faculty positions.

Applicants who are both interested and qualified should submit the following materials:

- Cover letter that addresses the applicant's capabilities and experiences.
- A resume or CV.

Incomplete applications will not be considered. The position will remain open for applications until filled.

Berklee College of Music is committed to increasing the diversity of the college community and the curriculum. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area.

Additional perks:

Berklee provides a diverse and inclusive work environment

We all share a universal love for listening to, and creating music

We work on Macs

Great benefits

Job Location

Boston, Massachusetts, United States

Position Type

Full-Time/Regular