



GEORGIAN COURT UNIVERSITY

A tradition of excellence...a future of success

Founded in 1908 on the dreams of the Sisters of Mercy, Georgian Court University today makes it possible for thousands of students, of all faiths and backgrounds, to realize their own dreams of a high-quality, affordable private education. Deeply rooted in a liberal arts curriculum and anchored by the core values of respect, integrity, compassion, service, and justice, GCU offers a personalized and supportive learning environment within a technologically advanced university setting. With an average class size of just 14, GCU students work side by side with dedicated professors, who are leaders in their respective fields. Georgian Court University students can choose from over 29 undergraduate and 9 graduate degree programs offered through two highly regarded colleges: the Women's College and the co-educational University College. Looking back on over 100 years of academic excellence, Georgian Court University embraces its rich history while growing to meet the unique needs of today's diverse student population.

Georgian Court University invites nominations and applications for the following position:

Assistant Dean of Student Success

Summary:

This position is responsible for designing and monitoring a comprehensive model of student retention efforts. Oversees departments that have a significant role in the retention process. Serves on the leadership team that gives direction to the integration of academic and student life. Reports to the Dean of Students.

Responsibilities:

- Create a comprehensive model for retention success, reshaping existing activities as needed.
- Determine that GCU retention efforts are operating according to best practices in higher education.
- Work with the Office of Assessment and Institutional Research to monitor retention efforts.
- Direct specific programs, such as First Year Seminar and Transfer Seminar.
- Oversee initiatives for first generation students.
- Serve as an active member of the student life leadership team.
- Supervise the department directors of TRIO, Advising, EOF, Academic Development Center, and The Learning Center.
- Troubleshoot problems and challenges relating to retention.
- Provide direction and performance feedback to reporting department heads.
- Plan for the future with current retention research and best practices.
- Inspire others to work toward retention success.
- Collaborate with appropriate campus departments and constituencies in support of student success.
- Integrate the core values of respect, compassion, integrity, justice and service in all aspects of interaction.
- Performs other duties as assigned.

Qualifications:

- Master's Degree required; doctorate preferred.
- Experience in working with college students.
- Knowledge of higher education retention research.
- Demonstrated success in planning and implementing programs.
- Ability to supervise department directors.
- Excellent computer, written and verbal communication skills.
- Excellent interpersonal skills.
- Creative problem solving skills.
- Success in working collaboratively.

Application Instructions: In order to be considered for this position, you must submit your credentials online. Create a *Georgian Court University Employment Account* by clicking on the position title on our web site at:

<http://www.georgian.edu/hresources/employment.htm>

You will be able to upload the following documents, which are required for consideration:

- Cover letter
- Resume
- List of names and telephone numbers of three professional references

Review of applications will begin immediately and continue until the position is filled.

Please visit our web site at **<http://www.georgian.edu>**

AA/EO Employer