



Position Title: Dean of Student Success	Reports to: Chief Academic Officer
Department: Student Services	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 11-9033	Last Updated: July 12, 2022
Home Campus: Keshena/Green Bay Oneida Campus	Posting Status: First Posting – Enrolled Menominee Only
Grant Funded: Partially Grant Funded	Application Deadline: September 30, 2022 at 4:00 PM

Position Summary: The Dean of Student Success provides leadership to ensure effective collaboration to achieve positive student outcomes. Provide visionary leadership and management in the strategic engagement and alignment of Student Success and Student Services in fulfilling the College's mission, vision, values, and strategic priorities. Responsible for collaborating with departments for public information, including but not limited to academic catalog, advertising, brochures, social media, and other publications. Provide leadership in student success outcomes. Ensure sound fiscal management of the department, including but not limited to budgeting.

Position Responsibilities & Duties:

1. Administering and Developing Student Support Services

- Responsible for collaborating with Academic Success and other departments to develop, research, and evaluate opportunities and programs related to student services, co-curricular activities and student discipline
- Oversee placement and testing for students for academic placement and successful completion and in conjunction with Academic programs maintain high academic standards
- Oversee aspects of advising, coaching, and case management for students, with aspects for disability accommodations
- Participate in committees and workgroups to provide input on student affairs and other matters related to the College.
- Coordinate and provide staff professional development activities

2. Enrollment Management

- Utilize data to act and collaborate with Academic Programs in admissions, retention, career services, completion, and equity efforts related to enrollment management
- Lead innovative student initiatives with K-12 and surrounding higher education partners
- Provide leadership to Student Success teams, special projects, and initiatives.
- Supervises admissions, recruitment, student orientation, financial aid, retention, and trades programs efforts for first-year students
- Utilize data to lead planning, budgeting, and resource allocation efforts that maximize operational efficiency.

3. Strategic Planning

- Develop and articulate a clear vision and direction that utilizes innovation and creativity to maximize opportunities for improvement and growth for the department and College
- Align department goals with the College's strategic initiatives and student success.
- Decision making that is consistent with the mission and goals of CMN and role of Tribal colleges
- Participate in the development of and supports the College's strategic plans

4. Policy and Procedure Development

- Provide leadership to design, develop, and implement department policies, procedures, and initiatives that support student success. Create an environment of open, honest dialogue.
- Serves as the College's Title IX designee for the US Department of Education

5. Other Duties as assigned for the overall success of the College

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education

- Masters degree in education (or closely related discipline) with at least 5 years' experience in higher education leadership
- An earned doctorate degree from an accredited institution, if pending, evidence that it is to be earned within 18 months of appointment

2. Experience

- Three years' experience at the Dean level (or equivalent) or increasing student support administrative responsibility
- Knowledge of FERPA and other ADA requirements
- Knowledge of Title IX regulations
- Experience with federal laws and regulation compliance
- Experience in resolving student issues

3. Specific Skills

- Demonstrated commitment to the Mission and Vision of the College of Menominee Nation, its educational and financial issues, and the role of Tribal Colleges
- Demonstrated ability to work effectively and cooperatively with American Indian students, staff and faculty in an educational environment
- Demonstrated collaborative, inclusive, and transparent leadership skills
- Grant and contract administration

4. Personal Traits

- Dependability, attendance and punctuality
- Communication skills
- Customer service to students, staff, vendors and contractors
- Judgment, decision making and problem solving
- Innovation (continuous process improvement)
- Attitude, enthusiasm, cooperation,
- Managing change and adaptability

Reporting to this Position: Admissions, Recruitment, Student Orientation, Financial Aid, Retention and Trades Programs

Physical Demands & Work Environment:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Constant

-Exposure to office/class room environment - Constant

Dean of Student Success – First Posting

-Exposure to shop or maintenance environment - Occasionally

Tools & Equipment Used: Computer, Laptop, Telephone, Copier, Printer, Fax Machine, etc.

Application Process

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hire)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)
- Essay Question:
 - Please share your philosophy on higher education, more specifically, within the context of a tribal college and community. How will your philosophy guide you as you take on this position at CMN?

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College of Menominee Nation

Attn: Human Resources

P.O. Box 1179

Keshena, WI 54135

Or

Email to: hr@menominee.edu

An online application is available at <http://www.menominee.edu/careers>

Posting closes on September 30, 2022 at 4:00 PM

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10