

**Job Title****Assistant or Associate Dean for Student Affairs and Enrollment****Job Description:**

The Assistant/Associate Dean of Student Affairs and Enrollment is the administrator in the College of Pharmacy (COP) primarily responsible for ensuring that pharmacy students develop personally and professionally as they progress through the program, beginning during the applicant stage and continuing through graduation. Additional responsibilities include COP-specific oversight of recruitment and admissions, student support services, advising, and student organizations. The position reports to the Dean of the COP, but collaborates with and must work effectively with University level student affairs administrators to implement university-wide student affairs initiatives within the COP.

**Reports to:****Dean, College of Pharmacy****Classification:****Administration****Essential Duties:**

- Serve as a member of the College Administrative Committee;
- Serve on other college-specific and university-level committees as appointed by the Dean or Provost;
- Supervise College staff dedicated to recruitment, admissions, and student affairs;
- Oversee recruitment and enrollment activities of the College;
- Ensure that University recruitment and enrollment strategies and initiatives are effectively incorporated into the College's admissions practices;
- Ensure that behavioral and professional standards for students are clearly defined in the college-specific policies and that compliance is continuously monitored;
- Ensure that student complaints are adequately addressed and documented, following University policies and procedures;
- Support and assist with the University's ombudsperson program, as needed;
- Train pharmacy faculty to effectively advise and mentor students and oversee the assignment and management of the advising system;
- Ensure the effectiveness of student advising through continuous assessment and quality improvement efforts;
- Mediate, mentor and coach individual pharmacy students regarding professionalism and conduct issues;
- Assist in responding to requests for assistance with student conduct issues received from faculty or other students, as directed by the Dean;
- Oversee administration and enforcement of accommodations requests for students with disabilities, in compliance with University policy and the Americans with Disabilities Act and related state and federal law;
- Refer students, as needed, to appropriate resources for counseling or support;
- In collaboration with University Student Affairs and student affairs staff from other colleges, manage planning and execution of student orientation for the COP;
- Manage the planning and execution of Dean's Hour sessions for COP;
- Ensure regular updating of the College's portion of the student-related policies and procedures, including but not limited to the University Catalog and/or college-specific catalogs;
- Oversee pharmacy student organizations including the COP's Student Government Association;
- Participate in and promote strategies and operational practices for maintaining a safe campus environment;
- Participate in the ongoing assessment of student services and co-curricular activities;

**Qualifications/  
Education:**

- Assist the Dean to ensure compliance with all accreditation standards relevant to student affairs and enrollment;
- Perform other duties as assigned by the Dean.

**Education:**

- Ph.D. in pharmaceutical sciences or a PharmD degree required.

**Skills & Experience:**

- Minimum 5 years of relevant administrative experience in an institution of higher learning for the health sciences, or 3 years of relevant administrative experience in a college of pharmacy;
- Comprehensive knowledge of student affairs practices and principles, student development, and a variety of learning styles;
- Demonstrated commitment to student success, and experience in building strong relationships with students;
- Outstanding written and verbal communication skills;
- Excellent organizational skills and the ability to adapt to new conditions, assignments, and deadlines;
- Good interpersonal skills and the ability to work effectively in a team environment;
- Problem-solving, research, and analytical skills.

**Compensation:**

**CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.**

To learn more about our team, click [here](#).

### Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **ASSISTANT OR ASSOCIATE DEAN FOR STUDENT AFFAIRS AND ENROLLMENT** in the subject field of the email.