



# UC SANTA CRUZ

## Job Announcement: Associate Dean of Students & Chief of Staff University of California, Santa Cruz

### About UC Santa Cruz:

UC Santa Cruz is a public university like no other in California, combining the intimacy of a small, liberal arts college with the depth and rigor of a major research university. Reputation for Excellence: Named to the 2017 US News & World report top 50 Best Global Universities, UC Santa Cruz has earned national and international recognition both for the impact of its research and for its long-established commitment to quality undergraduate instruction.

Equity and inclusion, community engagement, and environmental stewardship are core values of UCSC, the Division of Student Success, and the Dean of Students Office. A campus with one of the most visually spectacular settings in higher education, UC Santa Cruz provides unparalleled opportunities for students to learn through hands-on experience.

### The Position:

Under the general direction of the Associate Vice Chancellor and Dean of Students (AVC-DOS), the Associate Dean of Students & Chief of Staff will provide high level strategic planning, organizational planning, and project management support in a variety of functional areas that support organizational effectiveness. The Associate Dean of Students and Chief of Staff will provide oversight to the Dean of Students administrative and programmatic operations, including management of daily operations of the Dean of Students Office and may supervise programs such as case management and basic needs support, the Quarry Amphitheater, and KZSC Radio. The position will play a key role in supporting student leaders including student government and the Student Volunteer Center. The position will be engaged in a broad range of student life issues, problem resolutions, policy review and development, and communications.

### Characteristics of the Successful Candidate:

The successful candidate will demonstrate the ability to work with insight, tact, and diplomacy when interacting with constituents within the Dean of Students Office, the Division of Student Success, UCSC, and external communities. The Associate Dean of Students & Chief of Staff must be able to work independently with a high degree of confidentiality, and be able to provide analytical and organizational support to the AVC-Dean of Students. The successful candidate will hold a bachelor's degree in related area and/or equivalent experience/training; a Master's degree in higher education, public administration/policy or related field is preferred. The successful candidate will demonstrate a commitment to diversity, equity and inclusion and a high level of cultural fluency. The successful candidate must demonstrate the ability to implement strategic planning, organizational development, and assessment programs within a complex institution of higher education, working with a highly diverse student body. The Associate Dean of Students & Chief of Staff must be a sophisticated and creative problem solver and partner. For the full list of selection criteria, please visit the [job posting](#).

### Dean of Students Mission Statement:

The Dean of Students Office at UC Santa Cruz promotes personal development and successful navigation of campus life thereby strengthening the student experience. We do this by facilitating partnerships, developing policies, creating meaningful opportunities, and providing direct support to cultivate a vibrant, healthy, and inclusive UCSC community.

[How to Apply:](#) Visit [jobs.ucsc.edu](http://jobs.ucsc.edu) and apply to Job # 1808199 or click [HERE](#). Initial Review Date: 10/7/18

[How to Nominate a Candidate:](#) To nominate a candidate for this position, please contact Search Committee Chairperson Lucy Rojas at [larojas@ucsc.edu](mailto:larojas@ucsc.edu)