

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

DEAN OF STUDENTS

POSITION OVERVIEW

The Dean of Students (DOS) prioritizes the undergraduate student experience while leading various strategic and operational initiatives. Reporting to the Vice President for Enrollment Management and Student Affairs, the Dean of Students is an organizational manager, responsible for leadership of key units and fostering an inclusive environment that emphasizes community, advocacy, and well-being. The DOS promotes and exemplifies the Academy's shared values which are the foundation of the Academy's culture. The DOS is highly influential in creating a student and staff culture of inclusion, belonging, and innovation. Develop and manage the Student Affairs budget, ensuring the resources meet the goals of the department. The DOS is responsible policy development, updates, and changes in the areas of student affairs in collaboration with the Associate Vice President of Enrollment Management.

This position requires high professional and ethical standards in handling confidential information, including student FERPA information, and institutional budget and financial information. This is a full-time, confidential position.

DUTIES

- Lead the following key units: Counseling Services, Student Health, Student Conduct & Community Standards, New Student Programs, Parent & Family Programs, Residential Services, and Student Activities.
- Ensures student affairs policies are adhered to; develops, updates, and changes policy as required or needed in collaboration with the AVP of Enrollment Management.
- Work closely with colleagues to ensure their work is responsive, coordinated, data-driven and closely aligned with the mission of Student Affairs, the Academy leadership, and its community members.
- Develop and implement proactive strategies to support student physical and mental health and overall wellbeing, consistent with the mission and values of the Academy.
- Advance efforts to scale innovative, data driven strategies for wellness of the undergraduate students.
- Work closely with colleagues in Student Affairs to ensure that outreach and support programs, policies, and practices regarding student mental health and wellness are cohesively included in all aspects of the student experience and

- reflect the current relevant research and national best practices.
- Foster innovation in the student experience to meet the challenges facing the Academy and its students. Serve as a key thought partner for the Academy to provide leadership and strategic direction for a broad range of services and programs that enrich all MMA students' growth and engagement.
 - Develop comprehensive programs and services that foster resilience and purpose while enhancing each student's ability to relate mutually and meaningfully with others.
 - Advance ongoing efforts to ensure undergraduate students' co-curricular opportunities and curriculum is focused on engagement, fostering a positive culture, and growth.
 - Ensure ongoing improvements in the student residential experience through strategic planning, assessment, and advocacy.
 - Oversee the student judicial system, the Honor Board. Provide training to students, faculty, and staff. Manage the case load, schedule hearings, and prepare all documents associated with all cases. Consult with Academy legal counsel on matters involving suspension and dismissal and matters where legal action is a possibility.
 - Oversee the Academy's mandatory student drug testing program. Scheduling testing, receive and record results. Maintains records and submits annual reporting of student testing and results to the Academy DER for submission to the USCG.
 - Serve as the Academy's liaison with the MMA Parent's Association.
 - Provide regular communication to parents/guardians of enrolled students.
 - Responsible for New Student Orientation. Works with the campus community to plan and execute a first-rate experience for new students and families

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Ability to embrace the school's mission.
- High professional and ethical standards for handling highly confidential materials.
- Excellent oral and written communications skills are required, with strong public speaking skills. Excellent interpersonal skills are necessary. Strong writing skills are a plus.
- Strong analytical skills.
- Exhibit exceptional supervisory and leadership qualities and skills, building a cohesive and effective team, and across various departments.
- The ability to develop and execute an effective strategic enrollment management plan and collaboratively oversee institutional retention plan as part of the SEM plan.
- The ability to establish strong and effective personal and professional

relationships.

- The position requires strong planning and organizational skills, attention to detail, and ability to effectively manage multiple projects.
- The successful candidate will demonstrate flexibility and initiative, and the ability to work independently as well as leader of a team.

REQUIREMENTS

- Master's degree with five years of experience in student affairs in higher or secondary education or a combination of education and relevant experience sufficient to perform the position's duties.
- A minimum of five years of supervisory experience and a successful record of supporting and motivating staff as well as developing student affairs programs preferred.
- The ability to work effectively with various technologies including Microsoft Office Suite is required.
- Knowledge of innovative student development theory and strategies

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include Board of Trustees, Parents, Students, and various external and internal constituencies;
- This job requires the capacity to work evenings and weekends as necessary;
- The individual should be able to traverse the campus grounds, which include hills, paths and access MMA's ships and boats. Ascending or descending ladders, stairs, ramps, and the like, using feet and legs and/or hands and arms to maintain balance walk through narrow passages;
- Very occasional exposure to extremes in weather, including rain, sleet, snow, rough seas;
- Frequent use of keyboard and computer screen;
- Occasionally lift and move up to 50 pounds.