



2900 North Menomonee  
River Parkway  
Milwaukee, Wisconsin  
53222-4597  
www.mtmary.edu

414-258-4810

## **Mount Mary College**

### **Vice President for Academic and Student Affairs**

**DIRECT REPORTS:** Associate Dean for Academic Affairs, Associate Dean for Student Affairs, Associate Dean for Graduate and Continuing Education, Academic Technology Leader, Director of Midtown Campus, Division Chairs, Administrative Assistant

**KEY RELATIONSHIPS:** President, Vice President for Finance and Administration; Dean of Enrollment; Vice President for Institutional Advancement; Chair of the Faculty Assembly; Members of Promotion and Tenure, Faculty Development, Strategic Planning, and Program Proposal Development Committees;

**PRINCIPAL FUNCTION:** The purpose of this position is to uphold and promote the college's vision for educating women who will transform the world in the context of Catholic higher education, with particular attention to the charism and mission of the School Sisters of Notre Dame.

**RESPONSIBILITIES:** As the Chief Academic Officer, the Vice President for Academic and Student Affairs leads the academic programs and supporting offices and actively participates in shared governance. As the Chief Student Affairs Officer, the Vice President for Academic and Student Affairs promotes initiatives that develop the whole person. Responsibilities include

- leading, inspiring, and empowering faculty and student life personnel to facilitate holistic education, thereby enhancing the student-centered environment and fostering collaborative initiatives between faculty and student life personnel;
- ensuring academic quality by maintaining academic program review and using student outcomes to continuously improve the academic program, address overall curricular reform and oversee the integration of technology into the curriculum;
- improving overall student success as defined in part by retention and graduation rates;
- overseeing the appointment, review and professional development of faculty and administrators in academic and student affairs;
- supporting the functioning of shared governance, including ensuring student involvement;
- providing dynamic, innovative, and entrepreneurial leadership in the area of program development;
- fostering diversity.

Specific responsibilities include to:

Oversee all academic programs, including the employment, work and quality of the faculty; the delivery and quality of instruction; the content, delivery and quality of the curriculum; the provision of adequate library, media and technological services and support; the maintenance of appropriate accreditations and ensuring the consistency of each program with the mission of Mount Mary College.

Oversee all co-curricular programs and activities, including programs and services, as appropriate, for resident, commuter, day, evening, undergraduate and graduate students in the areas of residence life, campus ministry, athletics, career development, academic advising, academic support, counseling, disability services and child care.

Work collaboratively with faculty and administration to propose, secure, and allocate financial resources to accomplish the mission of the College and strategic initiatives related to academic and student affairs.

Prepare and monitor the institutional budget for the academic and student affairs division; allocate resources to meet the needs of various areas.

Serve as a member of the President's Council and function as a member of the President's team to help ensure the efficient, effective operation of the college as a whole.

Provide direction and coordination for academic and student affairs planning and assessment.

Serve as member of Strategic Planning Committee and Program Proposal Development Committee; serve ex officio on Promotion and Tenure and Faculty Development

Staff the Academic and Student Affairs Committee of the Board of Trustees.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of current academic and student affairs issues and policies, particularly as they apply to small, Catholic women's colleges.

Knowledge and understanding of teaching and learning both inside and outside of the classroom; understanding of the role of technology in higher education; appreciation for the value of scholarship and its impact on the academic process and knowledge and understanding of student life issues and processes.

Collaborative leadership style that leads to shared, timely decision making; understanding of the structures of higher education and the functioning of faculty governance; ability to work with multiple, diverse constituencies: faculty, students, administration, staff, Board members, external constituencies.

High ethical, moral and professional values; a passion for upholding the mission of the college and for promoting the integration of formal and informal learning; excellent interpersonal and communication skills, a sense of humor, high energy level, creativity and entrepreneurial vision.

#### QUALIFICATIONS:

Strong academic record and earned doctorate from a regionally accredited institution of higher education;  
Significant experience at the dean level or above, preferably at a women's and/or church-affiliated college;  
Experience with budgeting, financial management and planning;  
Experience/exposure to student development theories and practices and how they apply to learning on campus.

***Mount Mary College practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace.*** Applications should include a personal letter of interest, a current Curriculum Vitae, and at least three references with e-mails and telephone numbers. Review of materials will begin immediately. Inquiries and applications will be held in the strictest of confidence.

Application materials are due on or before **February 26, 2010**, and should be submitted as Microsoft Word attachments to:

[FennellHES@aol.com](mailto:FennellHES@aol.com)

Dr. Marylouise Fennell, RSM  
Higher Education Services  
412-521-1417  
[www.marylouisefennell.com](http://www.marylouisefennell.com)