



## The Opportunity

Competition #2526-FE-MP-17

Alberta University of the Arts (AUArts) is looking for a **Dean of Students** to provide leadership and strategic oversight of the university's student affairs portfolio including programs, services, policies and procedures, and administrative operations across the student lifecycle. The portfolio includes student recruitment, admissions, registration, academic advising, counselling, financial aid, student services and wellness, and the Lodgepole Center.

The Dean is responsible for advancing a comprehensive student experience, including oversight of student conduct and complex student issues. In collaboration with senior management, the Dean will lead student engagement and retention goals, collaboration on Strategic Enrollment Management, and the development and implementation of a recruitment strategy.

As a member of the President's Cabinet, the Dean champions and integrates equity, diversity, inclusion, and Indigenous Pathways commitments across student-facing operations, strategic partnerships, and enrollment management initiatives, and provides institutional leadership support across the institution as appropriate.

This is a full-time permanent management position starting as soon as possible. Hours of work are 35 hours per week, 7 hours per day.

## Key Responsibilities:

### Organizational Leadership

- Develop strategic vision and planning for the department ensuring effective and cost-efficient use of resources within the university's governance structures and policies.
- Provide direction regarding organizational goals and initiatives including equity, diversity, inclusion & accessibility, as well as advancement of AUArts' Indigenous Pathways and Strategic Plan.
- Manage multiple teams with oversight of all student services, including setting goals, conducting performance appraisals, mentoring, and coaching leaders.
- Lead the resolution of student issues, including investigations, complaints and/or complex case management.

- Oversee student policy and procedure updates, advancements and related projects.

### **Student Experience Management**

- Create and manage a comprehensive student experience model to support and enhance the diverse academic, social, cultural, and wellness needs of current and prospective students across the full student lifecycle.
- Provide institutional leadership by advising on challenges, opportunities, and systemic constraints within student services, recommending solutions that align with AUArts' Strategic Plan, Strategic Enrollment Management (SEM) objectives, Indigenous Pathways, and equity, diversity, inclusion, and accessibility commitments.
- Analyze environmental, community, cultural and enrolment influences, and initiate change to ensure student engagement and retention.
- Foster internal and external partnerships, including community organizations, Indigenous partners, post-secondary networks, mental health and wellness agencies, and academic departments, to expand supports, programming, and opportunities for student success.
- Ensure student services, programming, and supports are accessible, culturally informed, compliant with legislation, and responsive to the evolving needs of domestic, international, and equity-seeking student communities.

### **Financial & Operational Management**

- Direct the departmental budget planning, target, monitoring, and reporting.
- Oversee budgets, targets and operations of student recruitment, admissions, registration, academic advising, counselling, financial aid, student services and wellness, and the Lodgepole Center.
- Ensure the effective registration, data collection, reporting and information management processes in the division.
- Lead financial risk management within the assigned portfolio and contribute to the institutional risk assessment processes.

### **Qualifications:**

The following qualifications have been determined to promote the likelihood of success in the role. In alignment with the principles of inclusion, individuals with an alternative equivalent qualification may be considered.

- Graduate degree in a relevant field
- 10 years experience with 5 years experience in a leadership role within a post-secondary institution
- Demonstrated experience in the leadership of student affairs management
- Demonstrated experience building effective teams and collaborative relationships
- Demonstrated expertise in managing complex student conduct files
- Demonstrated accomplishment in enhancing student experience, recruitment, and retention

- Knowledge of post-secondary legislation, policies, and procedures
- Proficient in operational and financial management
- Demonstrated experience in business planning, marketing, and financial administration is an asset
- Demonstrated experience in strategic planning and implementing change initiatives is an asset

### **Competencies:**

AUArts has established five common competencies to promote unity of vision and action in the organization. Responsibilities of senior leaders include the following:

#### **Healthy Spaces**

- Govern by example fostering respectful workplace principles.
- Inspire organization proficiency in physical and mental health, safety, and wellness.

#### **Active Inclusion**

- Govern by example advancing Indigenous strategies, equity, diversity, inclusion, and accessibility principles throughout the organization.
- Inspire organizational proficiency in Indigenous, equity, diversity, inclusion and accessibility programs, policies, and communications.

#### **Creative Innovation**

- Govern by example advancing innovation and change mandates.
- Inspire change and develop new initiatives to the betterment of the organization that focuses on people as an essential component of success.

#### **Collaborative Practice**

- Govern by example cultivating effective communication throughout the organization.
- Champion, lead, and promote strategic external partnerships.

#### **Strategic Leadership**

- Govern by example developing vision and strategic plans.
- Inspire, lead, and promote a culture of accountability and continuous improvement.

#### **What We Offer**

- Comprehensive benefits package including pension and health spending account
- Annual vacation accrual starting at 24 days, 9 Flex days, Personal days, and other types of leave
- Paid time off over the University closure from December 24 – 31
- Flexible / hybrid work arrangements

The starting annual salary will be dependent upon skills, education and experience.

**Apply here: <https://jobs.dayforcehcm.com/en-US/auarts/CANDIDATEPORTAL/jobs/1885>**

Applications must include a Cover Letter and Resume / Curriculum Vitae (CV). It is preferred that your application package be submitted as a single PDF document.

Please visit our [Application FAQ's](#) page to ensure your application is complete prior to submission. Upload your single PDF to the “Resume” section of the application portal. If you are unable to combine your documents into one file, you may upload them separately under the “Additional Documents” section.

**The review of applications will continue until the position is filled or the search is closed.**

While we thank all candidates for their interest, only applicants selected for an interview will be contacted.