



# DEAN OF STUDENT ENGAGEMENT & AUXILIARY SERVICES

## Job Announcement

Miles Community College is seeking a dynamic, goal-oriented, self-driven Dean of Student Engagement & Auxiliary Services. This position will serve as the Chief Student Affairs/Engagement Officer and is responsible for developing, coordinating, and assessing a comprehensive student engagement program assisting with retention and overall student satisfaction. This role will be responsible for coordinating and monitoring the administration and operational functions associated with the management of a strong Residence Life Program which consists of approximately 165 on-campus residents, dining services and bookstore operations. This position will manage the student grievance process, counseling services, student conduct and concerns as well as serve as chair of the campus Behavioral Intervention Team.

### QUALIFICATIONS:

Bachelor's degree required, Master's degree preferred in student affairs, higher education, education or related fields. Three to five years minimum experience in a college setting in student affairs, retention, auxiliary management, student conduct, and mental health experience. Higher ed administrative and supervisory experience with demonstrated track record of effective student affairs/engagement leadership; experience in a community college setting preferred. Budget preparation and management as well as strategic and long-range planning and research. Ability to communicate effectively orally and in writing. Proficient computer skills. Ability to interpret and analyze pertinent educational laws, legislation, policies, regulations and procedures to determine impact on the College and to formulate compliance and reporting strategies. Ability to travel and work evenings and weekends as required.

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### APPLICATION PROCESS:

To apply for this position, please send a cover letter, resume, list of three references, unofficial college transcripts, and a completed MCC application to **Kylene Phipps, Human Resources Director**, **Miles Community College, 2715 Dickinson Street, Miles City, MT 59301** or you may e-mail your application materials to [humanresources@milescc.edu](mailto:humanresources@milescc.edu).

**Application Deadline: March 16, 2018.**

For a complete position description, MCC application, and further information about this employment opportunity, please visit our website at [www.milescc.edu](http://www.milescc.edu).

*Miles Community College is an equal opportunity employer.*