Associate Dean for Student Success
Herberger Institute for Design and the Arts

Herberger Institute for Design and the Arts seeks an Associate Dean for Student Success to provide leadership, vision and management for academic success, curriculum, student services and student life. The Associate Dean for Student Success works collaboratively with faculty, staff and administrators to develop undergraduate and graduate academic programs and co-curricular services and programs that prepare students to use their creative capacities to advance culture, build community and imaginatively address today’s most pressing challenges. The Associate Dean for Student Success reports to the Dean of the Herberger Institute and works closely with the ASU Dean of Students, the directors of the Herberger Institute’s five schools and the ASU Art Museum, and the Herberger Institute staff in advising and student engagement, admissions and recruiting, and Herberger Institute Online. This is a fiscal year (12 month) appointment.

With 130 program options and a tradition of top-ranked programs, we are committed to redefining the 21st-century design and arts school. The Herberger Institute is built on a combination of disciplines unlike any other program in the nation, comprising schools of art; arts, media and engineering; design; film, dance and theatre; and music; and the ASU Art Museum. The Herberger Institute enrolls approximately 4,000+ undergraduate majors and over 800 graduate students each year. The Herberger Institute has seen several years of positive enrollment growth and expects to continue to grow and innovate in all areas of design and arts education.

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all 50 states and more than 100 nations around the globe.

The Associate Dean for Students will be an experienced student success professional who can:

- Advise the Dean on all matters related to students and student success.
- Serve as the chief strategist for innovation around student learning, engagement and professional and career development.
- Plan and implement initiatives that support the success of design and arts students throughout their academic programs and into their careers, including efforts to improve student retention and graduation rates.
- Collaborate with faculty, staff and leadership of the Herberger Institute’s five schools to develop and implement innovative and distinctive undergraduate and graduate curricula, including cross-Herberger Institute degrees and online programs.
- Provide oversight of curricular systems: academic planning, catalog, new courses and programs, and class and program fees.
- Oversee online education and online curricular development team.
• Support innovation in pedagogy and help design opportunities for experimentation with technology, online teaching, hybrid degree programs and new approaches to studio teaching and critique.

• Advance cross Herberger Institute degree programs and support the integration of design and arts students across disciplines and schools.

• Support and build pathways that offers concurrent degrees, minors, double majors and certificates within the Herberger Institute’s schools and with other colleges and programs at ASU.

• Analyze and report on enrollment, retention, and graduation trends and assist/advise schools in planning for enrollment fluctuations.

• Connect with community colleges and other institutions to support transfer students and degree coordination.

• Provide leadership for and manage key Herberger Institute student support staff in advising, student engagement, and career services, and coordinate financial aid programs within the Herberger Institute and connect to student financial services at ASU.

• Support student engagement and outcomes related to the Herberger Institute’s initiatives, including Creative Placemaking, Design and Arts Corps, Projecting All Voices and Enterprise and Entrepreneurship.

• Assist students with academic issues, and facilitate referrals for financial, social and health issues to on- and off-campus offices and support services.

• Prepare or assist with preparation of internal and external reports for certification, accreditation, and other reports related to student success and learning outcomes.

• Serve as the Herberger Institute’s liaison to the ASU Dean of Students and other ASU student services and curriculum offices.

• Maintain effective communication between central ASU support services and the Herberger Institute and its schools regarding student issues and concerns.

• Supervise student recognition programs such as the Dean’s List and Outstanding Graduates; plan and oversee events such as Orientation, Fall Welcome, Herberger convocation and commencement activities.

• Assist with disciplinary actions and student code of conduct matters for both on-campus and online students; assist with urgent situations and coordinate communication with appropriate individuals in accordance with university policies and guidelines.

Required Qualifications
• A doctoral degree in higher education administration, education administration, educational leadership or a related field, or a terminal degree in an arts or design field.

• Three years of successful experience in student support services in higher education.

• Ability to communicate well verbally and in writing, to present ideas effectively and to listen.

• Demonstrated commitment to equity and inclusion in education, design and the arts.

• Ability to work effectively with multiple stakeholders in support of student success.

• Knowledge of FERPA, Title IX and other laws and policies related to student success in higher education.

Desired Qualifications
• Five years of experience in student services in the design and/or the arts at a research university.

• Successful experience in facilitating innovative curriculum development.

• Knowledge of theories and/or research about student development and/or student support (e.g., retention, career development).
• Evidence of success collaborating with faculty and academic leaders in multiple disciplines.
• Skill in mediating disputes; knowledge of mediation and/or conflict resolution strategies.
• Demonstrated ability to build consensus and cultivate collaborative teams.
• Knowledge of current issues and trends in higher education, the arts and design.
• Experience in assessment of academic programs.
• Demonstrated ability to analyze data and make effective decisions.

Instructions to apply: Please submit a cover letter addressing how the candidate’s experiences match the position description. Include curriculum vitae, and the names and contact information for five references.

All applications must be submitted electronically via: https://apply.interfolio.com/48716

Application deadline: The application deadline is April 4, 2018; if not filled, every two weeks thereafter until search is closed.

For information about the Herberger Institute for Design and the Arts, visit: https://herbergerinstitute.asu.edu/

ASU conducts pre-employment screening for all positions, which includes a criminal background check, verification of work history, academic credentials, licenses and certifications.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status or any other basis protected by law. See ASU’s complete non-discrimination statement at asu.edu/aad/manuals/acd/acd401.html. See ASU’s Title IX policy at asu.edu/titleix