26-Jul-2024

Asst Dean, Academic Affairs and Student Life
School of Management - MBA Program
90143BR

University Job Title
Director 3

Bargaining Unit
None - Not included in the union (Yale Union Group)

Time Type
Full time

Duration Type
Regular

Compensation Grade
Administration & Operations

Compensation Grade Profile
Leader (28)

Wage Ranges
Click here to see our Wage Ranges

Searchable Job Family
Administration, Student Services

Total # of hours to be worked:
37.5

Work Week
Standard (M-F equal number of hours per day)

Work Location
Central Campus

Worksite Address
165 Whitney Avenue
New Haven, CT 06511

Work Model
On-site
Position Focus:
The Assistant Dean of Academic Affairs and Student Life serves as Dean of Students and is responsible for cultivating Yale SOM’s mission-oriented culture across the academic & extracurricular student experience for master’s degree students. Reports to Deputy Dean of Academic Programs at Yale School of Management (SOM), provides leadership and overall responsibility for the strategic direction and implementation of comprehensive & integrated student programs for school and works collaboratively with SOM departments to ensure comprehensive and integrated delivery to enhance the school’s culture.

Essential Duties include set strategy, plan goals and activities, set policies and guidelines for Academic Affairs and Student Life (AASL) under the supervision of the Deputy Dean. Serve as advisor to the Dean on matters of student experience & engagement. Direct the design and execution of a range of student programs & services for Yale MBA, Master of Advanced Management, and MMS residential students including academic counseling & performance monitoring, communications, joint degree programs, teaching support and tutoring, mental health counseling, oversight of all student-life activities and liaision with Student Government, institutional research, curriculum coordination, and the Global Study Requirement. Lead & develop a proactive and effective AASL team, including both managerial & support staff, to ensure comprehensive and integrated services that supports the vision & mission of the school.

Provide leadership in management of AASL budgets. Monitor & control financial activities. Prepare budgetary recommendations. Identify matters of academic policy & procedure that need re-evaluation and proactively bring them up for discussion with Deputy Dean and faculty committees. Serve as ex officio member of appropriate faculty committees, both standing and ad hoc. Draft and update important academic publications, e.g., Yale SOM Bulletin. Serve as advisor and ex officio and non-voting member of the school’s Honor Committee & provide support to the Faculty Review Board. Provide guidance to students and faculty involved with the Honor Code and Faculty Review Board. Interpret & enforce academic policies and procedures. Monitor and administer processes associated with student academic standing, as appropriate, including probations. Serve as primary liaison to university departments on topics that pertain to students, including the Office of the General Counsel. Serve as a member of the Academic Standards Committee. Develop and implement procedures to handle emergency and crisis situations that pertain to students. Provide guidance, support and referral services as appropriate. Provide and direct academic counseling activity provided by AASL staff.

Direct & design programs to assist students with psychological counseling resources including overseeing SOM embedded counselor. Directs workflow of the counselor, check in meetings with counselor, development of workshops, trainings and other activities with the counselor. Lead Orientation & Commencement activities for residential students. Facilitate and enhance communication among students, faculty & administration. Work in concert with the Offices of Admissions and Career Development to deliver student services and ensure excellent student experience. Work collaboratively with the Office of Inclusion & Diversity, Business Office, IT, Development and Alumni Relations, and Communications to ensure comprehensive and integrated service delivery and develop statistical analyses on a routine and ad hoc basis. Special projects as assigned.
The Essential Duties are generic in nature; the information contained in this Position Focus is most relevant to this position.

Dept/Section URL
http://som.yale.edu/about/careers

**Essential Duties**

1. Directs one or more functional areas within an administrative department of the University and ensures compliance with University policies and procedures. 2. Directs analytic and research support for educational policies and planning and develops and approves administrative policies affecting assigned functional areas of the University. 3. Directs and establishes parameters for major projects for the department and University. 4. Interprets federal policies and regulations and educates staff and administration about regulations, restrictions, and the legal responsibilities of the University. 5. Directs and implements policy and program modifications and develops standards to ensure compliance with federal, state and local regulations. 6. Develops and administers an operating budget for the assigned department consistent with University policies and procedures. 7. Develops cost savings objectives and goals; authorizes major purchases and negotiates contracts that range from routine to complex in nature. 8. Establishes and implements long- and short-range goals for the functional area consistent with University goals and objectives. 9. Directs the development of related automated systems to support the function; determines office policies and procedures for use of automated systems. 10. Directs the evaluation and selection of vendors and negotiates contract details including work steps and pricing with the vendors on behalf of the assigned functional area. 11. Works with internal and external contacts to solve problems that range from routine to complex in nature. 12. Represents the University in discussions and negotiations with various governmental agencies. 13. Directs a staff of exempt and nonexempt employees. 14. May perform other duties as assigned.

**Required Education and Experience**

Bachelor’s Degree in related field. Seven (7) years of demonstrated experience or an equivalent combination of education and demonstrated experience.

**Required Skill/Ability 1:**

Ability to build and lead thriving multi-stakeholder community in a fast-paced and changing environment. Proven success at multi-tasking and management of competing demands. Outstanding oral and written communication and presentation skills.

**Required Skill/Ability 2:**

Empathetic interpersonal skills that engender trust and confidence in interlocutors, especially when dealing with delicate and confidential matters. Strong record of independent judgment and decision-making with respect to policy and guideline standard-setting and management.

**Required Skill/Ability 3:**

Ability to handle crises as well as a wide range of short- and long-term management issues. Willingness and ability to participate in after-hours events and management of
crises. Developmental management skill with respect to promoting staff members’ professional development and advancement.

**Required Skill/Ability 4:**
Ability to be a team player who works well with other members of the senior staff. Ability to be a leader with a positive and can-do attitude who supports the mission of the school and represents the school well, working collegially with peers and colleagues within and outside the university.

**Required Skill/Ability 5:**
Demonstrable commitment to diversity, equity, and inclusion (DEI) and track record of building and leading diverse, inclusive teams.

**Preferred Education, Experience and Skills:**
MBA, Master’s, or appropriate professional degree. Six to ten years progressively responsible, demonstrated experience with evidence of ability to work effectively with students, faculty, and staff. Demonstrated experience leading/managing and developing a team, experience working in higher education (specifically in student services and/or student affairs). Global orientation.

**Weekend Hours Required?**
Occasional

**Evening Hours Required?**
Occasional

**Drug Screen**
No

**Health Screening**
No

**Background Check Requirements**
All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. For additional information on the background check requirements and process visit "Learn about background checks" under the Applicant Support Resources section of Careers on the It's Your Yale website.

**COVID-19 Vaccine Requirement**
The University maintains policies pertaining to COVID-19. All faculty, staff, students, and trainees are required to comply with these policies, which may be found here:
https://covid19.yale.edu/health-guidelines

**Posting Disclaimer**
The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.
EEO Statement:

University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, and protected veterans. Additionally, in accordance with Yale’s Policy Against Discrimination and Harassment, and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual’s sex, sexual orientation, gender identity or expression, race, color, national or ethnic origin, religion, age, disability, status as a special disabled veteran, veteran of the Vietnam era or other covered veteran.

Inquiries concerning Yale’s Policy Against Discrimination and Harassment may be referred to the Office of Institutional Equity and Accessibility (OIEA).

Note

Yale University is a tobacco-free campus