Vice Chancellor for Student Affairs

Indiana University-Purdue University Indianapolis

Indianapolis, Indiana

Indiana University-Purdue University Indianapolis (IUPUI), an urban research and academic health sciences campus, invites inquiries, nominations, and applications for the position of Vice Chancellor for Student Affairs. Reporting to the Chancellor, the Vice Chancellor for Student Affairs serves on the Chancellor’s Cabinet provides visionary, creative, and energetic leadership for the Division of Student Affairs and participates with other leaders across campus to reach IUPUI’s vision to be a “leading urban research institution recognized for the success of its students, its advances in health and life sciences, and its intellectual, economic, and cultural contributions to the well-being of the citizens of Indianapolis, the state of Indiana, and beyond.”

About IUPUI

Situated on a 509-acre campus in downtown Indianapolis, IUPUI is a unique and highly successful partnership between Indiana University and Purdue University, with Indiana University serving as managing partner. IUPUI is Indiana’s premier urban university campus offering 350+ undergraduate and graduate academic programs from both Indiana University and Purdue University. Its location within blocks of downtown Indianapolis facilitates advancement of research and teaching, and presents unique opportunities for internships, partnerships, and community engagement.

Founded in 1969, IUPUI is a relatively young institution where new ideas are encouraged, supported, and implemented. The campus strategic plan, introduced in August 2014, reflects an energy and commitment to forge powerful and effective collaborations among community stakeholders, and an entrepreneurial nature that encourages out-of-the-box thinking. IUPUI Performance Reports have reflected the progress to date in the institution’s achievement of its goals. A copy of the strategic plan titled “Our Commitment to Indiana and Beyond,” can be found at http://strategicplan.iupui.edu/Downloads.
In Fall 2015 nearly 30,000 students enrolled at IUPUI: approximately 22,000 undergraduates and approximately 8,000 graduate or professional students. Seventy-eight percent of undergraduate students attended classes full time. In-state students represent 88% of IUPUI’s enrollment. Fifty-six percent of the student body are female, 44% are male. Students of color represent nearly 24% of the population and 7% are international students.

On-campus housing opportunities include North Hall, scheduled to open in Fall 2016, which will be the first traditional residence hall constructed at IUPUI since the founding of the campus in 1969. North Hall provides housing for 700 students.

In addition, over the years IUPUI has renovated and converted several buildings on campus to provide on-campus housing. Notable among these spaces is the conversion of the University Hotel & Conference Center to the Tower Residence Hall and Hine Hall Classrooms, which not only created a traditional residential experience at IUPUI but also exemplified a highly successful collaboration between student affairs and finance and administration. Housing 560 residents, Tower Residence Hall opened in Fall 2013. The facility includes a new dining hall, seven residential-based living communities developed in collaboration with academic units, private study areas, and an academic computer lab. All told, IUPUI offers opportunities for 2,400 students to live on campus.

**About the City of Indianapolis**

The 12th largest city in the nation, Indianapolis is the Indiana state capital, home to 1.7 million people. Seen by many as one of the country’s most livable cities, Indianapolis has a cost of living ten percent below the national average for all communities and has been ranked by Forbes and CNBC as one of the most affordable housing communities in the nation. Forbes has ranked Indianapolis ninth among the nation’s most affordable cities. Because of the richness of the quality of life for residents of Indianapolis and its suburbs, the area is often listed as one of the best places to live in the USA. The diversity among residents of Indianapolis and the appeal of the downtown area for housing, recreation, sports, and art and culture, consistently attract a wide range of new residents to the city.

Indianapolis is home to outstanding museums and other cultural centers including the world-famous Children’s Museum and the Eiteljorg Museum of American Indians and Western Art. White River Park, the Indianapolis Zoo, the Indiana War Memorial Plaza and the Indianapolis Museum of Art are among the city’s most popular attractions. With the Indianapolis Colts, the Indiana Pacers, the Indy 500, Indy Eleven soccer, and other sports teams, Indianapolis is a mecca for sports fans and offers a wealth of related activities. The city is also home to the national headquarters of the NCAA.

Known as the “Crossroads of America,” the city’s transportation infrastructure, including railroad, highway and air transportation quickly connects Indianapolis to other parts of the country. Companies such as Eli Lilly & Co., Roche Diagnostics, and Dow AgroSciences are also located in Indianapolis and significantly contribute to the status of the state of Indiana as the
second largest producer of life science products in the country. Forbes ranks Indianapolis as eighth in its list of Best Places for Business and Careers.

**About the Position**

The Vice Chancellor for Student Affairs provides leadership, support, and direction within a division that includes housing and residence life, student involvement, the campus center, student advocacy and support, student health services, counseling and psychological services, health and wellness promotion, educational partnerships and student success, campus recreation, student conduct, finance and administration, external affairs and special projects, and assessment and planning. Unit directors are seen by campus stakeholders as innovative, experienced, knowledgeable, and focused on their work. They function well as a team and are committed to increasing their collaborative efforts across the campus in support of the strategic plan of the institution.

Since 2013, the work of the student affairs division has been informed by the Principles of Co-Curricular Learning (PCLs), developed by the Division of Student Affairs and based upon IUPUI's Principles of Undergraduate Learning (PULs) and Principles of Graduate and Professional Learning (PGPLs). Together, these are the essential components of the educational experience at Indiana University-Purdue University Indianapolis. The principles form a conceptual framework for all students’ general education both inside and outside of the classroom. Specific expectations for IUPUI’s graduates are determined by campus educators, including the faculty in a student's major field of study and the administrators of co-curricular programs and services. These expectations speak to what graduates of IUPUI will know and what they will be able to do upon completion of their degree.


The Vice Chancellor for Student Affairs serves as the chief student affairs officer and is a member of the Chancellor’s Cabinet. The role administers 6 direct reports, 86 professional staff, 24 service/maintenance staff, 3 temporary staff, and 188 student staff and oversees a division budget of $30M. Utilizing best professional practices, the Vice Chancellor will advance the mission of the division to “provide quality co-curricular programs and services that facilitate intellectual growth and personal development, creating pathways to success for all students.” Ensuring that all programs and services within the division also support the institution’s focus on excellence and student success, the Vice Chancellor will provide broad leadership to maximize division resources in support of such programs through a wide range of collaborative activities with stakeholders within and outside the university community who share common goals with the division.
More specific responsibilities include:

- Work extensively with undergraduate and graduate students both formally through student governance and informally through specific initiatives, responding to student needs and concerns and facilitating students’ involvement in the life of the campus;
- Oversee the strategic planning process in the division, ensuring consistency with and support of institutional strategic goals;
- Within the university’s budget system of Responsibility Centered Management, oversee the development and administration of unit budgets, ensuring that items are consistent with the goals and priorities reflected in the strategic plans of the university and the division;
- Ensure the preparation and distribution of regular assessment and strategic plan update reports for use within both student affairs and the broader university community;
- Ensure consistent, prompt, and thorough investigation of on- and off-campus incidents involving alleged violations of university policy and oversee the enforcement of University Policies and the Student Conduct Code;
- Respond to faculty, parents and others on matters related to the welfare of students;
- Oversee the hiring, annual evaluation, establishment of performance goals, and professional development programs for all staff under the supervision of the Vice Chancellor for Student Affairs.

Qualifications

Candidates must possess a Ph.D. or Ed.D. in Higher Education, Student Personnel Administration or a related field. Experience requirements include a minimum of seven years of progressive and relevant responsibility and leadership in student affairs at the level of Assistant/Associate Vice President or above at comparable institutions. Experience in the role of Vice President for Student Affairs or other similar cabinet-level position is preferred.

Prior Experiences

The candidate’s professional experiences should include:

- Track record of success working within an urban institution where maximizing student involvement in the life of the campus and enhancement of the quality of student learning and development outcomes are particular goals;
- Evidence of successful collaborations with a wide range of stakeholders within and outside the university;
- Success working effectively within a complex, multi-campus university structure and a philosophy of shared governance;
- Success as a creative and innovative leader whose work is informed by effective strategic planning, assessment, and staff development;
- Demonstrated success with improving retention and graduation rates among other specified outcomes;
• Demonstrated commitment to social justice and student advocacy, including commitment to examining and providing solutions to barriers that students face within a system of higher education;
• Demonstrated ability to develop and implement assessment plans, including the ability to use assessment results to improve the effectiveness of services and programs for students;
• Extensive experience and evidence of outstanding success in determining appropriate staff size and competitive staff salaries, hiring, training, developing, supervising, and assessing and evaluating staff performance in the achievement of division and unit goals;
• Demonstrated effectiveness and successful leadership as a culturally competent professional with broad experience interacting with and supporting the needs of diverse stakeholders, including division staff and undergraduate and graduate student population;
• A record of success as an advocate for student concerns;
• Development and implementation of fundraising and development initiatives in student affairs;
• Depth of experience in institutional policy development, interpretation, and implementation;
• Active participation and leadership in local, regional, and/or national professional organizations.

Knowledge and Competencies
The successful candidate will be a strong, outgoing, persuasive, charismatic, and articulate leader known for her/his fairmindedness, consistency, resourcefulness and creativity in developing and presenting sound and well thought out ideas.
Additional attributes include:
• Demonstrated high level of knowledge about the issues that confront an urban institution;
• Demonstrated knowledge about best practices in the profession, critical student issues, and higher education trends;
• A highly respected leader in the eyes of the Chancellor and members of the Chancellor’s executive team;
• Ability to lead by example and keep campus leadership well informed on matters pertaining to the division;
• Reputation as an outstanding communicator and an inclusive decision-maker who is successful in being transparent with staff and students;
• High emotional intelligence including the ability to recognize and make full use of the field expertise of staff members within the division;
• Proficiency in developing appropriate and relevant goals and objectives that are clearly linked to the mission of the division and the institution;
• A proven record of responding promptly both verbally and in writing to issues of the day;
• Current knowledge in areas of compliance with state, regional and federal requirements;
• Strong experience in the interpretation of policies related to risk management, student conduct, and Title IX requirements;
• Understanding of the value of intercollegiate athletics to the campus culture and role in student engagement.

How to Apply

Nominators should send their nomination along with contact information for the person nominated.

Interested individuals should send a letter of application that indicates how their skills and experiences align with the stated qualifications for the position along with a resume that reflects notable achievements.

Applications and nominations should be submitted electronically to IUPUIVC@wspelman.com. The subject line in the email should be IUPUIVC.

Confidential inquiries should be made to Leila Moore, Vice President, William Spelman Executive Search. Telephone number: (603)978-0316.

For full consideration, all materials should be received by Wednesday, September 7, 2016. Materials arriving after this date will be reviewed and considered until the position is filled.

The new Vice Chancellor for Student Affairs will begin her or his duties in early 2017.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation or identity, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator.