**Assistant Director of the Center for Honor Enrichment & Community Standards (CHECS)**

Christopher Newport University invites applications for an anticipated position of Assistant Director of the Center for Honor Enrichment & Community Standards (CHECS). Reporting to the Director of the Center for Honor Enrichment & Community Standards, the Assistant Director will assume a leadership role for the community standards of the University. Specifically, this position adjudicates allegations of conduct violations for the Honor Code and the Student Code of Conduct. The successful candidate will also be responsible for recruiting and training members for the University Committee on Student Discipline, articulating the Honor ethos that permeates the campus, and providing educational opportunities for students as members of the larger community. The Assistant Director will provide the philosophical and practical visions to meet the departmental and University goals of facilitating student success in the context of the University’s core values as derived from the Honor Code.

This full-time, 12 month position requires a Bachelor’s degree plus significant student affairs experience that equates to an advanced degree. The successful candidate will have experience in developing vision, managing personnel, and creating budgets; demonstrated experience in managing multiple tasks with competing deadlines; excellent interpersonal and written and oral communication skills; strong organizational and administrative skills; computer proficiency in Microsoft Office; and ability to work independently with minimal supervision. Preferred qualifications include judicial experience with knowledge of current practices and legal issues and recruitment and training of judicial review panel members; and knowledge of student development theory.

Selected by The Princeton Review to be included in *The 376 Best Colleges: 2012 Edition*, Christopher Newport University is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A “student-first, teaching-first” community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 4,800 students. Academic programs at CNU encompass more than 80 areas of study, from biology to business administration and political science to the performing arts. The University has recently completed nearly $1 billion in capital construction on its 260-acre campus, generated nearly 9,000 applications for a freshmen class of 1,200 and has been named one of the top 10 “up and coming” liberal arts schools in *U.S. News & World Report’s America’s Best Colleges* guide. For further details and information about Christopher Newport University, visit the University’s web site at http://www.cnu.edu.

**Residence Education Coordinator**

*Residential and Commuter Life*

Full-Time, Administrative & Professional Faculty, Exempt Positions

Longwood University invites qualified applicants for the three positions of Residence Education Coordinator (REC). These positions are responsible for the supervision and management of the residential experience for residents. These positions also oversee student staff and perform day to day tasks associated with the management of the assigned community facilities and residents.

**RESPONSIBILITIES & DUTIES:**

Manage the day to day operations within the specified community including improvement, management, facilities, and continued operations

Recruit, select, train, supervise, and evaluate Resident Assistants (RA’s)

Provide individual and staff direction by conducting weekly meetings

Provide direction in regards to programming, community development, and educational initiatives

Develop and conduct staff development programs for RA staff

Assist in the development and instruction of workshops

Serve as the REC on call, providing back-up for the campus wide RA staff, managing major emergencies, and contacting the appropriate administrative staff

Work collaboratively with student staff to promote individual development

Support and enforce all University and departmental policies and regulations, and provide formal and informal disciplinary actions

Adjudicate violations of conduct standards

Serve as liaison with maintenance and housekeeping

Maintain oversight of budgets

Demonstrate a commitment to student development and professional standards consistent with the mission of the University and Residential and Commuter Life

Other duties as assigned

$26,000 base salary; 12 month renewable contract beginning July 10, 2012; furnished apartment with basic cable, local phone, T1 network connection and utilities; up to $500 relocation reimbursement; 10 dining hall meals per week and “Lancer Dollars” for the Campus Café; full tuition remission for up to 3 courses per year and a professional development stipend offered. Commonwealth of Virginia benefits accompany this position. Successful fingerprint background check is required.

access to the application and/or interview process. You are not required to note the presence of a disability on your application.

**Associate Vice President for**

**Enrollment Management and Student Success**

*Academic Affairs*

Longwood University invites nominations and applications for Associate Vice President for Enrollment Management and Student Success. A Carnegie Masters I Institution, the University is comprised of four colleges -- The Cook-Cole College of Arts and Sciences, the College of Business and Economics, the College of Education and Human Services, and the College of Graduate and Professional Studies -- offering more than 100 majors, minors and concentrations and a growing number of graduate programs. The University currently enrolls about 4,800 students, including approximately 800 graduate students. Established in 1839, the Longwood campus is located in the heart of central Virginia and provides excellent facilities while reflecting the charm, beauty, and character associated with its long heritage.

**Responsibilities:** The Associate Vice President (AVP) for Enrollment Management and Student Success will be innovative, committed to excellence and able to champion effectively and collegially the vision and mission of the university. The AVP will direct the development, implementation and ongoing evaluation of programs, services and policies designed to achieve optimal enrollment, student recruitment, retention and progress towards graduation. Essential functions include:

Assure the necessary retention and academic support services and programs are provided to students by supervising enrollment management and academic support functions that currently include: Admissions, Office of the Registrar, First Year Experience, Learning Center, Academic & Career Advising Center, and International Affairs

Develop direction and goals for new majors and programs that anticipate demographic and economic market changes

Work with University leadership in implementation of the Academic Strategic plan, Six-Year Plan, Cormier Honors College Strategic Plan, and other Academic Affairs initiatives for enrollment management and student success

Establish and implement short and long range organizational goals, objectives, strategic plans, policies and operating procedures; monitor and evaluate programmatic and operational effectiveness, and effect changes for continuous improvement

Research, prepare and present reports for projects related to student success

Assess students’ needs for delivery of support services; assess University retention and graduation completion rates to address programmatic needs; analyze retention and progress trends for implementation of student intervention strategies; keep abreast of SCHEV policies and guidelines, governmental legislation, and laws pertaining to special populations

Provide managerial leadership to ensure a cohesive team effort for academic and career support services

Work collaboratively with University leadership in academic and student affairs units and with deans to achieve a strategic, student-centered approach to enrollment

Direct the development of procedures, processes, materials and training to ensure that staff and faculty are familiar with and can easily access retention, progress and graduation data

Serve as a member of the Vice President for Academic Affairs (VPAA) leadership team to develop goals and strategic plans designed to improve the collaborative efforts of student enrollment operations

Represent the VPAA in University commissions, councils, and committees

**Qualifications:**

Experience working in a public university preferred.

Proven responsiveness to academic services management and academic priorities.

Demonstrated support of the academic and instructional mission of an institution of higher learning.

Strategic planning, marketing and effective management skills are essential.

Ability to plan and set strategic and operational direction for program development.

Ability to use statistics and quantitative data.

Ability to foster collaborations across diverse constituencies in an academic institution, inspire confidence and motivate groups to collectively meet common objectives.

Strong experience in participatory leadership. Excellent organizational, management, communication, and human relations skills.

Must be able to handle multiple tasks and complete work accurately and within deadlines.

Exceptional interpersonal and customer service skills.

Ability to influence and motivate others and represent the University effectively in varied situations with donors, volunteers, alumni, civic organizations, colleges and senior leadership.

Ability to build effective working relationships with a variety of constituencies.

A commitment to the highest standards of professionalism, integrity, excellence and diversity.

Ability to accomplish both broad, visionary assignments as well as complex, detailed projects within deadline.

Must be decisive and have strong conceptual, creative and problem solving skills. Strong oral and written communication skills.

Demonstrated ability to negotiate and persuade.