Review of applications will begin July 28, 2019 and continue until the position is filled.

**APPLY**

Direct all inquiries to Kriss Dinkins at dinkinrk@wfu.edu or 336-758-2459.
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Wake Forest University, formed in 1834, has experienced decades of growth and innovation. Wake Forest is a distinctive university that combines a liberal arts core with graduate and professional schools and innovative research programs. The University embraces the teacher-scholar ideal, which prizes the personal interaction between students and faculty. It is a place where exceptional teaching, fundamental research and discovery, and the engagement of faculty and students in the classroom and the laboratory are paramount.

Wake Forest University is a community of men and women that seeks the enlightenment and freedom which come through diligent study and learning. Its higher goal, however, is to give life to the University motto “Pro Humanitate,” as members translate a passion for knowledge into compassionate service. The community shares a tradition that embraces freedom and integrity and acknowledges the worth of the individual. The heritage, established by the school’s founders and nurtured by succeeding generations, promotes a democratic spirit arising from open-mindedness and discourse. Wake Forest fosters compassion and caring for others. Its collective strength and character are derived from the values and distinctive experiences of each individual; therefore, it affirms the richness of human intellect and culture and its contribution to knowledge, faith, reason, and dialogue. Furthermore, it strives toward a society in which good will, respect, and equality prevail. To that end, Wake Forest University rejects hatred and bigotry in any form and promotes justice, honor, and mutual trust.

The University is comprised of the Undergraduate College, Graduate School of Arts and Sciences, School of Business, School of Divinity, School of Law, and School of Medicine. Total University enrollment is 8,116 students including about 5,102 undergraduates and 3,014 students in graduate and professional schools. Students at Wake Forest University enjoy a great deal of access to and interaction with world-class faculty both in and out of the classroom setting with a student-faculty ratio of 11:1.

Wake Forest is a collegiate university offering a vibrant, intellectual community with a rich cultural life, an impressive array of facilities, and a strong athletics program competing in the fifteen-team Atlantic Coast Conference (ACC). Since its founding, the university has adopted the motto “pro humanitate,” which is exemplified by a deep institutional commitment to public service and engagement with the world. Wake Forest has a strong commitment to holistic, eight-dimensional wellbeing for students, faculty and staff as evidenced in the Thrive initiative.
Mission
Wake Forest is a distinctive university that combines a liberal arts core with graduate and professional schools and innovative research programs. The University embraces the teacher-scholar ideal, prizing personal interaction between students and faculty. It is a place where exceptional teaching, fundamental research and discovery, and the engagement of faculty and students in the classroom and the laboratory are paramount.

The University continues to fulfill its ideal of a more diverse learning community, providing students an example of the world they will be called upon to lead. The University sustains a vibrant residential community with a broad-based program of service and extracurricular activities. The University recognizes the benefits of intercollegiate athletics conducted with integrity and at the highest level.

Central to its mission, the University believes in the development of the whole person – intellectual, moral, spiritual and physical. From its rich religious heritage, Wake Forest is committed to sustaining an environment where vital beliefs and faith traditions can engage secular thought in a climate of academic freedom and an unfettered search for truth. The University embraces the challenges of religious pluralism.

While national in scope, the university has been shaped by a culture that is distinctively North Carolinian. This history provides it with a sense of place and community responsibility. In extending its reach, the University has made a priority of international study and international understanding. Wake Forest seeks to be a place where a vibrant and diverse learning community weds knowledge, experiences and service that lift the human spirit.

Learn more about Wake Forest University at: https://www.wfu.edu/.

Vision
Wake Forest University aspires to:

- Emphasize exceptional teaching, discovery, and student engagement within a dynamic academic community;
- Integrate the intimacy of an undergraduate liberal arts college with the academic vitality of a research university;
- Become a crossroads of discussion on the important national and international issues of our time;
- Attract a diverse community of the brightest educators and students from throughout the country and the world; and
- Link intellectual curiosity, moral reflection and a commitment to service, shaping ethically informed leaders to serve humanity.
Wake Forest believes in providing a diverse learning community to develop the whole person – intellectually, morally, spiritually and physically. Our motto, Pro Humanitate, and our mission for academic excellence guide the university’s intellectual and co-curricular pursuits. It also reflects the university’s emphasis on the importance of values, ideals, and community service. The heightened awareness and acceptance of difference through diversity and inclusion initiatives underscores the university’s commitment to make sure we shape informed leaders ready to serve humanity.

Diversity and inclusion creates engagement. When diversity and inclusion are practiced, faculty, staff and students demonstrate engagement by promoting the university, supporting the mission and committing to do their best. Wake Forest maintains a diverse and inclusive environment to enable all participants to contribute their full potential in pursuit of University objectives and personal success. This involves celebrating various cultures, religions, ethnicities and protected social identities in our community; infusing inclusive excellence into our faculty initiatives; offering curricula that are reflective of a global society; and developing intercultural education programs that equip our students, faculty and staff with skills and knowledge to become global citizens.

We understand it is imperative to provide students an example of the world they will be called upon to lead. Our students must learn to respect others, appreciate and understand diversity and value differences as positive keys to the academic, socio-political and economic stability of this country and the world. The United States population comprises only five percent of the global population. To this end, affirming diversity, inclusion, equity, and intercultural education is an important measure to ensure the Wake Forest community remains strong and relevant in a time when demographics and global society are shifting dramatically. We want our students, faculty, and staff to possess the necessary attributes to influence individuals, groups, organizations, and systems that are unlike their own.
DIVERSITY & INCLUSION AT WAKE FOREST

How we achieve diversity and inclusion at Wake Forest:

**Leadership** - Wake Forest has a leadership infrastructure comprised of faculty, administrators, and staff that informs institutional policies and organizational structures around diversity and inclusion. Sustainability of any diversity and inclusion ethos occurs only when the most senior leaders, governance groups, advisory councils, academic administrators, and faculty are involved in the formulation and administration of the Diversity and Inclusion blueprint. We work collaboratively to create a campus culture that transforms the driving assumptions underlying our policies, the allocation of resources, and the synthesis of institutional practices to assure our increasingly diverse population receives equitable treatment.

**Intercultural Education and Engagement** - We require cultural diversity courses as part of the curriculum to better equip students, faculty, and staff with the knowledge and critical thinking skills necessary to contribute to a global society. Our efforts to create a campus community that cultivates cultural intelligence and to build trust around our differences occurs through faculty and staff programming such as our signature GateKeepers Workshop Initiative that develops cross-cultural communication and conflict management skills, LGBTQ Safe Zone Training, Academic Leaders’ Professional Development Workshops, Intercultural Development Inventory (IDI) Workshops, Maximizing Inclusion Minimizing Apathy, among countless other initiatives.

**Support Services** - We believe in equity, not just equality. We understand that in order to develop a fully engaged constituency; individuals must receive equitable treatment instead of equal treatment. Establishing equality means treating everyone the same. Equity necessitates transforming our campus community to meet the needs, interests and cultural norms of our students, faculty, and staff. Wake Forest provides the resources and an environment to support and manage success across all groups, regardless of race/ethnicity, gender, age, sexual orientation, disability and religion.
Dr. Nathan O. Hatch, President

Dr. Nathan O. Hatch became Wake Forest’s 13th president on July 1, 2005. While at the helm, U.S. News and World Report named Wake Forest 23rd among 281 national universities – the highest ever ranking for the University.

As chief executive of the University, he has spearheaded comprehensive strategic planning efforts and strengthened Wake Forest’s distinctive commitments to the teacher-scholar model and the education of the whole person.

Dr. Rogan Kersh, Provost

Dr. Rogan Kersh became the fifth provost in Wake Forest history when he was appointed the University’s chief academic officer in July 2012. In addition to overseeing Wake Forest’s undergraduate and graduate academic programs, Dr. Kersh serves as professor of political science, keeping one foot in the classroom as a dedicated teacher-scholar in Wake Forest’s unique one-on-one approach to education.

Dr. Penny Rue, Vice President for Campus Life

Dr. Penny Rue joined Wake Forest University as Vice President for Campus Life and Professor of Counseling in July 2013, with broad responsibility for the safety and wellbeing of students and their education outside the classroom.

Dr. Rue served as Vice Chancellor-Student Affairs at the University of California, San Diego for six years. She previously served as Dean of Students at the University of Virginia, as Senior Associate Dean of Students at Georgetown University, and as Georgetown’s Director of Student Programs.

Earlier in her career she held posts at the University of Maryland and the University of North Carolina at Chapel Hill. Her doctorate is in Counseling and Personnel Services from the University of Maryland, where her research focused on a conceptual study of community on the college campus. Rue has taught in the San Diego State University Master’s Program in Student Affairs and in the Higher Education doctoral program at the University of Virginia. She has a Master’s degree in Student Personnel Services from The Ohio State University and an A.B. magna cum laude in English and Religion from Duke University.

In 2011, Dr. Rue was named a Pillar of the Profession by the NASPA Foundation. In 2017, she was chosen to serve as the most distinguished volunteer leadership role in her field – Board Chair-Elect of NASPA, the leading association for student affairs professionals.
Dr. Adam Goldstein, Associate Vice President of Campus Life and Dean of Students

Dr. Adam Goldstein has served as the Associate Vice President for Campus Life and Dean of Students at Wake Forest University since July 2014. In this role, he supports a family of student-centered community-facing offices, including: Student Conduct, Student Engagement, Finance and Operations, CARE Team and Case Management Services, Intercultural Center, Pro Humanitate, and Orientation. Before joining the Wake Forest community, Dr. Goldstein served as Associate Dean of Students at Florida State University, Assistant Dean for Campus Life and Director of Campus Activities at Drexel University, and Director of Student Activities at Georgia Southwestern State University.

His professional activities include serving as faculty for the first five years of HazingPrevention.Org’s Novak Institute for Hazing Prevention and as faculty and Coordinator of the Foundations of Practice Track of the Association of Student Conduct Administration’s (ASCA) Gehring Academy for four years. In 2013, Dr. Goldstein received ASCA’s Award of Excellence for his work supporting the development of new professionals and advancing knowledge about learning-centered practice and assessment in student conduct settings. Dr. Goldstein recently co-authored a chapter in Keep Calm and Call the Dean of Students, A Guide to Understanding the Many Facets of the Dean of Students’ Role, a book published by Stylus to be released in summer 2019.

Dr. Goldstein holds a bachelor’s degree in English from Indiana University of Pennsylvania (1992), and a master’s (1994) and doctorate (2004) in Student Affairs Administration from the University of Georgia. His research explored the Importance of Learning Goals at Small Liberal Arts Colleges and Large Research Universities among Faculty and Student Affairs Professionals.
Campus Life at Wake Forest represents a journey that seeks to engage students in experiences that broaden the mind, strengthen the body, and inspire the spirit. Opportunities for such experiences abound at Wake Forest. In collaboration with student leaders, the offices of student life aim to enrich the lives of students through meaningful engagement in student organizations, service learning, campus activities, community and civic engagement, recreation, and leadership development.

The Division of Campus Life encompasses the following departments:

- Campus Life Finance and Operations
- Campus Recreation
- Dean of Students
- Learning Assistance Center & Disability Services
- Office of the Chaplain
- Office of Residence Life and Housing
- Office of Wellbeing
- Student Health Service
- Title IX
- University Counseling Center
- University Police

Professionals in these offices are devoted to assuring that students take advantage of their time at Wake Forest in ways that explore their full potential for growth and learning within a nurturing environment that promotes meaningful connections with our community and allows students to consider and realize their future aspirations. These professionals serve as teachers, advisors, coaches, counselors, physicians, and mentors in a variety of settings.

The Division of Campus Life relies upon student leadership to fulfill its mission. Student leaders are instrumental in shaping and sustaining a vibrant, responsible, and friendly campus ethos. They serve as resident advisors, peer mentors, office interns, student union organizers, referees, members of the honor council, volunteer service coordinators, and leaders of a wide variety of student organizations. Through such partnerships students and staff work together to sustain the human networks that strengthen and sustain our community.

Learn more about the Division of Campus Life at campuslife.wfu.edu.

**Strategic Directions**

- Lead a comprehensive approach to student and community wellbeing
- Cultivate an inclusive community where all students feel a sense of belonging and are valued contributing members
- Prepare students to lead in a diverse environment with cultural humility
- Foster a culture of peer engagement, leadership, and accountability
- Promote operational excellence in all systems and processes
Preparing students to lead lives of meaning and purpose.
The Office of the Dean of Students aims to enrich, support and provide guidance to all members of the Wake Forest University undergraduate community. This ethos of care comes in many forms. Examples include student engagement in clubs and organizations, service learning, community and civic engagement, case management, intercultural development and the promotion of a civil, equitable and inclusive community.

The work of the units within the Office of the Dean of Students is grounded in the Strategic Directions of the Division of Campus Life and the Diversity Action Plan of the Office of the Dean of Students.

Join the Team
As a department within the Division of Campus Life, the Office of the Dean of Students includes Student Conduct, Student Engagement, and Campus Programs & Services, as well as teams dedicated to Case Management and Financial Operations. We also work closely with the Intercultural Center and the Pro Humanitate Institute.

Student Conduct
In support of the University’s mission and the mission of the Division of Campus Life, the Student Conduct Office upholds standards of conduct to promote a civil community dedicated to the highest standards of honor and ethical conduct, and promotes a positive and safe living and learning environment for all members of the University community. Through a system of fair and efficient due process, students are held accountable for their actions on campus, within the local community and beyond.

Case Management
The Campus Assessment, Response, and Evaluation (CARE) Team serves the Wake Forest University community by evaluating and responding to disruptive, troubling, or threatening behaviors brought to the attention of the Team. As a part of this work the Team also seeks to help identify members of the Wake Forest community who are in need of support, guidance, or other intervention and to refer them to appropriate campus and community resources. The CARE Team is empowered by the University President to make decisions and take appropriate action in fulfillment of its mission. The Vice President for Campus Life provides administrative oversight for the Team.

Campus Programs & Services
Campus Programs & Services supports the campus community by creating spaces and opportunities where all students can pursue the meaningful relationships and leadership experiences emblematic of a liberal arts college committed to wellbeing. Our dedicated team of staff members and student employees work together to perform a variety of services, from answering calls at the University Switchboard to assisting with student social events.
Intercultural Center
The Intercultural Center is committed to enhancing the experience of domestic and international underrepresented groups by offering co-curricular programming, advising and advocacy that enhances intercultural knowledge, competency and leadership. By promoting a welcoming environment, we strive to uphold the Wake Forest mission of Pro Humanitate.

Pro Humanitate Institute
Charged with serving as the programmatic facilitator of our university motto, Pro Humanitate, the Pro Humanitate Institute (PHI) is a core of learning, teaching, service, and action that transforms the ethos of Wake Forest University into an explicit mission connected to clear practices with meaningful social justice outcomes. The Institute sustains authentic relationships with local and global partners through work with Wake Forest students, faculty, and staff to encourage deep academic learning, foster transformative civic engagement, and address community-identified needs in order to build more meaningful lives and a more just world.

Student Engagement
Supporting students and organizations in creating leadership, engagement and involvement opportunities that enable growth in the Wake Forest community, the Office of Student Engagement works directly with the 240+ clubs and organizations, fraternities and sororities, campus activities, leadership development and major campus programs and traditions. The goal of the Office of Student Engagement is to “Help Every Deacon Find Their Place.”

Additional Information
Learn more about the Office of the Dean of Students at https://deanofstudents.wfu.edu/.
ABOUT THE ROLE

Responsibilities of the Position
The Associate Dean of Students, Student Conduct is responsible for the administrative management of areas within the Office of the Dean of Students that reinforce community values and center learning within the student experience. Specific areas of responsibility include management of the Office of Student Conduct, the Student Complaint Process for the Division of Campus Life, and active participation in the Campus Assessment, Response and Evaluation (CARE) Team.

Characteristics of the Successful Candidate
Successful candidates will be visionary and creative leaders known for forward-thinking as well as their communicative and highly collaborative leadership style. Excellent communication skills, both verbal and written, and the ability to work effectively with a wide range of constituencies in a diverse community; strong conflict management skills; and the ability to use independent judgment and to manage and impart information to a range of constituents and/or media sources are essential characteristics.

Candidates will possess the skill and commitment in providing leadership in a diverse and multicultural environment with a working knowledge of current as well as emergent issues facing college students.

Applicants will demonstrate experience in supervision and management of a professional, paraprofessional, and student staff, including the ability to supervise and train staff. Candidates will have expertise in budget preparation and fiscal management.

Major Tasks and Responsibilities
• Demonstrates a commitment to a procedurally-sound, learning-centered, non-adversarial, and restorative student conduct philosophy that ensures a connection between the incidents under review, hearing conversation, sanction decisions, and the learning needs of students and organizations.
• Coordinates adjudication of sexual misconduct and educational training and prevention initiatives with the University Title IX Coordinator.
• Ensures appropriate use and sound practice of the data management system to ensure compliance with institutional policies, relevant laws, and mandated reporting.
• Through partnership with faculty and the Office of the Dean of the College, implements educational initiatives directed toward building and sustaining a culture of character, honor, and integrity.
• Facilitates an annual review of the Student Conduct Code involving key campus constituencies and a period of public comment to ensure transparency surrounding all changes to the community’s minimum expectations of undergraduate students.
• Facilitates program and learning assessment/evaluation of hearings, sanctions, and other programs/trainings and utilizes findings for improvement of the system and its educational processes.
• Provides leadership and assumes responsibility for the orientation of the campus community to the undergraduate student conduct system and Medical Amnesty Policy.
• Develops, maintains, evaluates, and presents extensive training to students, faculty, and staff to ensure proper education of the University community related to the Code. Prepares workshops, presentations, publications, and various other forms of educational material.
• Works in partnership with the Assistant Director for Residential Conduct to ensure consistent application of the student conduct code and procedurally-sound, learning-centered, non-adversarial, and restorative student conduct philosophy in the residence halls. Establishes and maintains effective partnerships with key departments, including but not limited to Residence Life and Housing, University Police, University Title IX Coordinator, Winston-Salem Police Department, Forsyth County District Attorney’s Office, Athletics, Office of the General
ABOUT THE ROLE

Counsel, and Counseling Center.

- Pays special attention to parent communication as needed; works closely with the Dean of Students and CARE Case Managers to manage appropriate parent involvement in conduct matters.

- Facilitates outreach, awareness campaigns, and educational programs for students and their families, faculty, and staff about the conduct system (e.g., New Student Orientation, Family Weekend symposia, Athletic Honor Assemblies, PREPARE facilitator training, Study Abroad Orientation.)

- Responsible for planning/facilitating comprehensive training opportunities for faculty, staff, and student members that assist with the facilitation of the student conduct system. Serves as advisor for the Board of Investigators and Advisors, undergraduate leaders that assist with resolution of academic and non-academic cases, and collaborates with the Office of the Dean of the College on their training.

- Trains and supervises Student Conduct staff. Completes performance evaluations and support their professional development and growth.

- Oversees the implementation and development of Student Conduct initiatives. Researches and assists with development of corresponding policies and procedures.

- Serves on University-wide committees and task forces, including Student Life Committee, Alcohol Coalition, and the Campus Assessment, Response and Evaluation (CARE) Team.

- Interacts regularly with the campus community and external stakeholders (alumni, residential community, attorneys, city/county police authorities, etc.) around position management issues and responsibilities.

- Serves and actively participates as a member of the Office of the Dean of Students Leadership Team to support team cohesion within the department, the wellbeing and personal/professional growth of staff, and establishment of methods through which the impact of collective programs and services offered can be communicated effectively.

- Manages the Student Complaint Process for the Division of Campus Life, including educating the community about the complaint process, maintaining the system of record for complaints, and monitoring complaint logs for systemic issues.

Other Functions

- Works with students, faculty, and staff to promote a healthy and safe living and learning environment.

- Attends and participates in student and staff learning and development initiatives and retreats.

- Presents and participates in University training provided for offices and organizations that regularly interact with Student Conduct (e.g., Residence Life & Housing, PREPARE, University Police).

- Responsible for departmental and division-wide service, projects, and initiatives as identified by Associate Vice President for Campus Life and Dean of Students.
ABOUT THE ROLE

Likely Opportunities and Challenges of the Position
The Associate Dean of Students, Student Conduct will encounter the following opportunities and challenges:

• **Opportunities**
  › Advancing four student conduct principles. These principles are: identifying the types of learning that should be occurring in student conduct systems, identifying means to collect information related to student learning, making meaning of student learning data, and using results to improve the practice of student conduct administration.
  › Working with faculty, staff, and students to advance a culture of honor.
  › Further developing the student organization investigation and conduct processes.
  › Expanding on restorative justice and learning-centered sanction options.
  › Maintaining support for and collaboration with the CARE team and students in crisis.

• **Challenges**
  › Creating stakeholder buy-in and navigating a highly relational campus.
  › Navigating critical campus issues that impact the conduct system: the role of the bias system; expression, free speech, and campus climate at a small-to-medium sized, private liberal arts institution; and organizational conduct at an institution with a significantly sized fraternity and sorority community.
  › Institutional will to continue community-wide cultural change in a developing student affairs division.

Required Education, Knowledge, Skills, Abilities

• Master’s degree in student personnel, higher education, counseling, organizational behavior or a similar field is required.
• Five years of relevant student affairs experience, including progressive management responsibilities and demonstrated experience in student conduct administration.
• Working knowledge of relevant federal policies, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Title II, and Title IX.
• Ability to professionally and appropriately manage sensitive and confidential information with great discretion.
• Ability to synthesize and summarize large amounts of information, document information electronically in a timely manner, and verbally communicate with appropriate stakeholders as warranted.
• Outstanding communicator and strong writer; an individual who possesses superior written and verbal communications skills, as well as the ability to present his/her views in a clear and compelling manner.
• Demonstrated ability to organize workflow and manage multiple tasks and functions simultaneously.
• Ability to anticipate problems, critical issues, and opportunities as they arise and advise accordingly.
• Ability to foster a cooperative work environment; possessing conflict resolution and/or mediation skills.
• Ability to develop and maintain effective working relationships with students, faculty, staff, administrators, and other diverse groups.

Preferred Experience

• Familiarity with electronic student conduct information management systems.
• Experience working with students that may be experiencing medical/mental health distress.
• Experience facilitating the assessment of program and learning outcomes.
Wake Forest is located in Winston-Salem, North Carolina, a beautiful, culturally rich mid-sized city centrally located in the Piedmont-Triad region of North Carolina. Winston-Salem is a family-friendly city with high quality schools, numerous outdoor recreational activities and events, and is known for its vibrant and thriving arts scene.

Downtown Winston-Salem is approximately three miles from the main campus. Downtown is a thriving area that includes galleries and shops; indoor and outdoor performance spaces and museums; a greenway that traverses the Old Salem district; and hotels, restaurants, and sidewalk cafes. One can catch a baseball game with the Winston-Salem Dash, a minor-league affiliate of the Chicago White Sox.

Winston-Salem residents enjoy close proximity to the beautiful Blue Ridge Mountains (1.5 hours) and Atlantic beaches (4 hours), a moderate climate with four distinct seasons, a very reasonable cost of living, and an eclectic variety of restaurants, wine bars, and breweries for dining with friends and family. Winston-Salem offers many of the amenities of a large city but with the sense of community and quality of life of a smaller town.

Learn more about Winston-Salem, North Carolina at visitwinstonsalem.com.
The review of applications will begin July 28, 2019 and continue until the position is filled. Inquiries, nominations, and applications are invited.

Candidates need to provide their resume and cover letter that address the responsibilities and requirements described in this statement. Applicants will attach these documents as two separate documents to your application in Workday, Wake Forest University’s applicant tracking system. You can find the posting and instructions on how to apply on the Wake Forest University Staff Employment Opportunities website.

Direct all inquiries to Kriss Dinkins at dinkinrk@wfu.edu or 336-758-2459.

In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment.

Wake Forest seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.