Executive Director, Student Services
Rank and Track Depending on Qualifications

The Executive Director of Student Services provides leadership in the development, implementation, and evaluation of a comprehensive program of support services for students including student recruitment, admission, progression, graduation, advisement, student life, and academic policies for all degree programs. The Executive Director of Student Services also works collaboratively with students, staff, faculty, and academic leaders within the College of Nursing and University of Utah to ensure that services provided to students are consistent with the vision, mission, values, and strategic goals of the College of Nursing.

Principal Functions and Responsibilities:

a) Works collaboratively with students, faculty, Dean, Associate Deans, Assistant Deans, Directors, and Student Services staff to provide leadership in the development, implementation and evaluation a program of student academic advisement.

b) Responsible for undergraduate and graduate student recruitment, admission, progression, graduation, and information about career opportunities.

c) Works collaboratively with the Associate Dean of Equity, Diversity and Inclusion and the Diversity, Outreach, and Inclusion Committee to provide vision, plans, and leadership for and implementation of programs and services to increase the recruitment and graduation of students from underrepresented groups, and to improve the quality of their education experience.

d) Serves as administrative advisor to Admissions and Advancement and Scholarship Committees

e) Serves as a resource to faculty on matters of student academic advisement, achievement, and progression.

f) Serves as the primary College of Nursing liaison to University offices providing student services, e.g., undergraduate admissions, registrar's office, and financial aid;

g) Provides leadership in evaluating outcomes of student advising, e.g., student attrition, NCLEX performance

h) Promotes a welcoming, equitable, and inclusive environment within the College of Nursing.

i) Maintains regular communication with the Associate Dean of Academic Programs, Assistant Deans, graduate Specialty Track Directors, and undergraduate Track Directors.

j) Collaborates with Assistant Deans to coordinate the admission process in accordance with University and College policies and guidelines.

k) Facilitates the resolution of issues and concerns in the planning, implementation, and evaluation of the provision of services to students across academic programs.

Criteria/Experience and Qualifications:

a) Graduate of an accredited College or School of Nursing and either hold a current Utah RN License or be qualified to attain a Utah RN License.

b) Doctor of Philosophy (PhD) in Nursing or a related field, or Doctor of Nursing Practice (DNP) degree is required.

c) Eligible for appointment as a Career-Line or Tenure-Line Assistant Professor or higher rank.

d) Strong and contemporary working knowledge of nursing profession, nursing education, higher education, and health care delivery.

e) Demonstrated leadership and participation, academic advisement, admissions processes, and program evaluation.

f) Demonstrated leadership and ability to work collaboratively and productively with individuals and interdisciplinary groups.
Excellent interpersonal skills and the ability to foster a collegial and respectful work and educational environment.

Exemplary record of scholarly achievement commensurate with rank and attuned to matters of diversity, equity and inclusion.

**Appointment:** This position includes 40% administrative effort and 60% teaching, research or scholarship, university service, and/or clinical practice effort. This is a 12-month appointment for three consecutive years, with annual review and the option for reappointment.

**Responsible to:** The Associate Dean for Academic Programs

**Review & Evaluation:** With input from baccalaureate program track directors, faculty, and other assistant and associate deans, the Associate Dean for Academic Programs and Assistant Dean of the Baccalaureate Program will formally review the Baccalaureate Prelicensure Track Director every three years.

**The College of Nursing:** The CON is an integral part of University of Utah Health. We are committed to working together to serve the people of Utah and beyond by continually improving individual and community health and quality of life. We strive for excellence in education, research, and clinical care, each mission being vital to one another and to our overall success. Diversity and inclusiveness, independent inquiry, and collegiality form the fabric of everyday life for faculty and students. Please visit our website for more information about the College of Nursing.

**The University of Utah:** The University of Utah is a PAC-12 institution located in Salt Lake City nestled in the foothills of the Wasatch Mountains. Please click the hyperlinks to learn more about the University of Utah, Faculty Careers at the University of Utah, and Living in Utah.

**Application and Inquiries:** Interested candidate should apply online at http://utah.peopleadmin.com/postings/112760.

The application requires: 1) curriculum vitae, 2) cover letter, 3) teaching philosophy, and 4) three letters of recommendation from individuals external to the University of Utah and U of U Health. Please note that letters must be signed, dated and on letterhead. For additional information, please contact Cami Palo, Faculty Affairs Manager at cami.palo@nurs.utah.edu.

The University of Utah Health (U of U Health) is a patient focused center distinguished by collaboration, excellence, leadership, and respect. The U of U Health values candidates who are committed to fostering and furthering the culture of compassion, collaboration, innovation, accountability, diversity, integrity, quality, and trust that is integral to our mission.

The University of Utah is an Affirmative Action/Equal Opportunity employer and does not discriminate based upon race, national origin, color, religion, sex, age, sexual orientation, gender identity/expression, status as a person with a disability, genetic information, or Protected Veteran status. Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities and protected veterans are encouraged to apply. Veterans’ preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities. To inquire about the University’s nondiscrimination or affirmative action policies or to request disability accommodation, please contact: Director, Office of Equal Opportunity and Affirmative Action, 201 S. Presidents Circle, Rm 135, (801) 581-8365.

The University of Utah values candidates who have experience working in settings with students from diverse backgrounds, and possess a strong commitment to improving access to higher education for historically underrepresented students.