Scope of Responsibilities
The Assistant Vice President of Student Affairs for Strategic Engagement is responsible for aligning day-to-day services, initiatives and resource structures in key areas of student life, including housing and residential facilities, residential education, information technology, and data assessment, with the strategic objectives of the Provost and Vice Provost/Vice President of Student Affairs (VPSA). Through active partnerships with internal and external stakeholders, the AVP will work to ensure these areas support holistic student development and integrated support for all Duke students. In partnership with the Vice Provost/Vice President and the Associate Vice President of Student Affairs for Resource Administration, the AVP monitors outcome-based assessment and resource allocation. In addition, the AVP supports the Associate Vice President of Resource Administration in fiscal projections, data assessment, and project management and oversees the development of appropriate technology and assessment tools to support these goals. Provides cohesion and leadership to the Housing and Residence Life program, and advises the VPSA and other University leadership on structural and educational efforts to support the Next Generation Living and Learning Task Force.

Duties
1. Provides leadership and administrative oversight for the programs, services, operations within Divisional areas, including: Strategic Initiatives, Data Assessment, Housing and Residence Life; supervise the Executive Director, Strategic Initiatives; Director, Assessment; and AVP/Dean of Housing and Residence Life. 25%
2. Support Associate Vice President of Student Affairs for Resource Administration in alignment of fiscal planning and resource management with strategic initiatives and data assessment. 25%
3. Anticipate and articulate student development, staffing needs, and resource structures in a constantly changing economic environment; translate these needs into programs, partnerships and services that support the five key norms of the division of student affairs: student health, wellness and safety; meaningful inclusion moving towards equity; professionalism and mutual respect; continuous growth and skill development of staff and students, and; strategic collaboration within and beyond the division. 25%
4. Serves as a member of the VP’s senior leadership team, providing strategic vision and guidance in Student Affairs. 10%
5. Other duties and project management execution as assigned 15%

General Qualifications
Master’s degree in a relevant field. At least seven years of progressively responsible experience in student affairs, housing and residential life, resource administration, student and staff
development, organizational leadership or the equivalent. Eight or more years relevant experience preferred.

Job-Specific Skills and Competencies

- Excellent communication, supervision, budget and resource management, and strategic planning skills
- Demonstrated ability to build strong partnerships with university stakeholders, faculty partners, and student leaders; commitment to facilitating growth, inclusion and continuous learning in a diverse workforce and student population
- Proven ability to lead organizational change and generate momentum to achieve common goals, foster innovative program development
- Demonstrated success in performance management of individuals and of highly functional and diverse teams, track record of outstanding innovations, effective utilization of assessment and resource administration.
- Must be knowledgeable about student development theory, evolving higher education/health and wellness trends, risk management strategies, legal and compliance issues, applied technology, and basic research methodology.
- Able to juggle competing demands and set priorities, make continuous progress toward strategic goals
- A clear commitment to excellence, diversity, meaningful inclusion, and fostering the continuous growth and development of students and of staff

Preferred:

- Experience developing innovative structures, supporting students and leading change in highly selective campus setting