

SEARCH PROSPECTUS:

DEAN OF STUDENT CAREER SERVICES



 ST. THOMAS AQUINAS COLLEGE

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THE SEARCH

St. Thomas Aquinas College (STAC) invites inquiries, nominations, and applications for the position of Dean of Student Career Services (SCS). STAC is a coeducational, independent, nonprofit institution of higher education founded by the Dominican Sisters of Sparkill, whose values and spirit continue to pervade the campus. Occupying a bucolic 60-acre campus in the historic Hudson Valley of New York, the College has the advantage of being located in close proximity to New York City and the major metropolitan area of northern New Jersey. The College serves both undergraduates and graduate students and offers a values-based education in the liberal arts and sciences, business, and education.

The Dean of SCS will create and strengthen strategic partnerships between the College and corporations, as well as other organizations by working with C-Suite executives and their designees to create pathways for students and graduating seniors to benefit from their relevant programs. Currently, these programs include internships, experiential learning and fellowships, as well as assistance with securing first jobs upon graduation. The Dean will report to the Vice President for Institutional Advancement/Executive in Residence and will prioritize building, from the ground up, a vibrant and exemplary co-op program and employee development programs, working in collaboration with the College's Academic Deans.

ABOUT ST. THOMAS AQUINAS COLLEGE

Total enrollment in fall 2019 was 1,700 undergraduates and 140 graduate students; transfer students numbered 130. The institution attracts a diverse student body (57% Caucasian, 19% Latinx, 9% African-American, 4% Asian-American); one-quarter of the student population is Pell eligible. Three-quarters of the students come from New York State. STAC has a robust dual enrollment program with local high schools and has close to 900 students enrolling in these programs each semester. Students of all backgrounds are attracted to STAC, including recent high school graduates and returning adult students, working professionals, and veterans of the armed services. First-year to second-year retention in fall 2018 was 81%, and the 6-year graduation rate of the 2012 cohort was 53%.

With a faculty-to-student ratio of 1-to-17, about 70% of the classes contain fewer than 20 students, and active and experiential learning is key to the faculty's student-centered approach. The College offers a wide range of academic majors, minors, and specializations at the undergraduate level, enabling students to earn degrees in Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Education. STAC also offers degrees in Master of Business Administration, Master of Science in Education, Master of Public Administration, and Master of Science in Teaching, as well as Associate in Arts and Associate in Science degrees.

The most popular majors are biology, criminal justice, education, management, and psychology. Programs that demonstrate strong growth potential are sport management and exercise science, both of which are tied to athletics, an area of significant growth for the

College. In terms of curricular offerings, STAC's School of Education is the historical bedrock of the institution and has an outstanding reputation. A large percentage of teachers in Rockland County and the surrounding area have graduated from the School of Education at STAC.

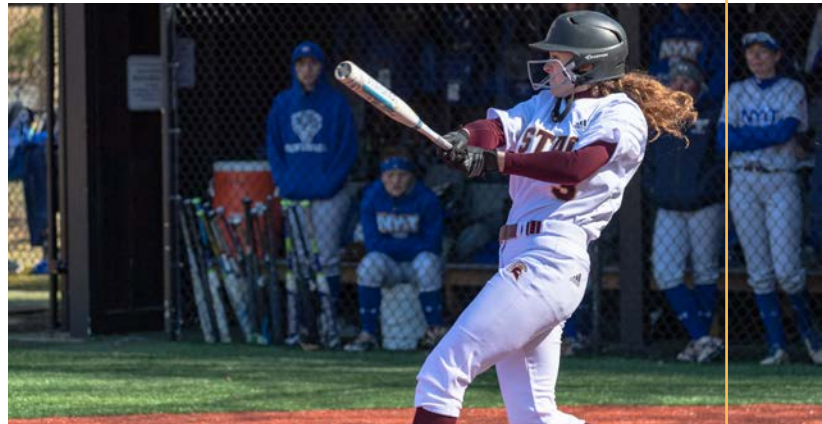
In addition to its own graduate programs, the College has created articulation agreements with other colleges and universities, enabling graduates to earn the following advanced or dual degrees:

- *New York University*
A 3/2 or 4/1 agreement with their MSW program, housed on the STAC campus.
- *New York Medical College*
A 7-year degree (4/3) with their Doctor of Physical Therapy program
- *Manhattan College*
A 3/2 program in civil, electrical, or mechanical engineering, allowing students to earn a BS degree in Mathematics from STAC and a B.S.Eng. degree from Manhattan College.
- *Medical Technology*
Students spend their senior year at Valley Hospital to receive a BS in Medical Technology.

Students may earn an MS degree in Occupational Therapy (4/2) and an MA in Arts Administration (3/2 or 4/1) through an agreement with Le Moyne College. Furthermore, the institution has articulation agreements with 11 community colleges primarily within the SUNY and CUNY systems.

STUDENTS AND STUDENT LIFE

Approximately 45% of students live in college-owned, operated, or affiliated housing. The College sponsors 20 NCAA Division II athletic teams (10 for men, 10 for women), involving over 300 student athletes, and another 150 students participate in Club football and Club eSports. STAC hosts more than 30 student clubs --- from those with an academic, ministry, or cultural orientation, such as Future Leaders in Healthcare and Multicultural Student Association. The College's Aquinas Leaders Scholarship program, established in 2013, and study abroad and "study beyond" opportunities, such as to Pine Ridge and Nicaragua, enhance its curriculum and inform students' global perspective. Proximity to New York City allows STAC students quick access to learning, cultural, internship, and career opportunities in one of the world's most exciting cities. The College conducts 1st Destination Survey the year after graduation. On



the most recent survey, 90% of recent bachelors-level graduates are employed or engaged in graduate studies.

FACULTY AND STAFF

STAC hires faculty and staff who put students and student learning first and work hard to provide a "family" environment on campus. Full-time faculty members number 50, 93% of whom hold doctoral degrees or the equivalent in their discipline. Half of the full-time faculty have been hired within the last dozen years. The College's

approximately 108 adjunct faculty enable the College to offer a fuller range of courses and often bring current professional and field experiences to their classrooms. The College employs 111 full-time administrative/professional and support staff. The part-time staff numbers 86, including 49 seasonally-hired coaches.





LOCATION AND CAMPUS

Located in Sparkill, NY (population: approx. 1,500), St. Thomas Aquinas College is set on a suburban 60-acre campus in Rockland County, NY (population: approx. 312,000), the southernmost county on the west side of the Hudson River. Rockland County is a suburb of [New York City](#) that borders the boroughs and is accessible via the [New York State Thruway](#).

The College is three miles from Bergen County, New Jersey, and is close to the Palisades Center in West Nyack, the eighth-largest mall in the United States, as well as more than 3,000 acres of public parks.

Additionally, the College is closely located to many local shopping centers and restaurants, as well as opportunities to experience local art and music in Nyack and Piermont.

STAC's campus contains state-of-the-art facilities, such as the Bloomberg Professional Laboratory, the Innovation Center equipped with 3D printers, the Kraus Fitness Center, HD Television Studio, Digital Imaging Labs — to name a few — provide students with top-notch technology and hands-on experience to develop their mind, body, and spirit.

LEADERSHIP AGENDA

The Dean of SCS will report to the Vice President for Institutional Advancement/Executive in Residence and will lead a small team internally focused on preparing students for successful opportunities and first jobs. The team includes a dedicated experiential learning manager who will be based in the School of Business.

The core accountabilities of the Student Career Services function at the College include:

- Build, from the ground up, a vibrant and exemplary co-op program and employee development programs in the first 12-18 months of serving in this role;
- Expand the network of corporate and organization relationships that provide students with curricular and co-curricular opportunities during their years at STAC and first jobs upon graduation;
- Deepen existing relationships with corporations and organizations to expand the opportunities for hands-on work for students. This also includes embedding STAC as a college of choice for employer tuition assistance programs by leveraging the College's "tap into TAP" initiative and participating in job fair programs;
- Increase the number of students participating in corporate and organizations' student programs and obtaining first jobs; and
- Support students with resumes, mock interviews, counseling, and first job preparation in order to have their best chance of success in competitive placement opportunities.

Additional responsibilities include the ability to:

- Collaborate with the Provost and Deans, providing them with feedback from corporations and organizations on student performance and appropriate academic readiness, as well as providing feedback to the Student Development team on engagement and social skills;
- Work in support of continuous improvement and providing external feedback to the Dean and faculty of the School of Business;
- Be available to staff, faculty, and students seeking insights and support related to first job preparedness;
- Support and lead the SCS staff in the execution of their responsibilities, providing feedback and direction so that they are effective in their roles and can continue in their professional development; and
- Support the Executive in Residence, the President, and School of Business Dean and faculty as appropriate in securing "top to top" conversations with C-Suite executives.





QUALIFICATIONS AND EXPERIENCES

- Prior experience establishing, growing, and maintaining an exemplary (and preferably a nationally renowned) co-op program;
- Experience in developing and maintaining employee development programs;
- A track record of creating and strengthening strategic partnerships between the College and corporations;
- Prior experience in a college or university in a prominent role within the institution's Student Career Services function (or one with a similar mandate);
- Bachelor's degree with at least 5 - 7 years of experience; master's degree strongly preferred;
- Experience working with C-Suite executives and their designees to benefit students and graduating seniors from their relevant programs;
- Experience in developing and implementing internships, experiential learning, and fellowship programs;
- A track record of success in developing programs that facilitate graduates to secure their first jobs;
- Deep and demonstrated commitment to all types of diversity, inclusion, and social justice;
- Self-motivated; collaborative; action-oriented person;
- Passion for the power of education and the mission of the College; and
- Ability to attract and retain high performing staff.



APPLICATION AND NOMINATION PROCESSES

To apply, a candidate should submit: 1) a detailed letter of interest addressing the responsibilities and qualifications as outlined in this profile, 2) a full resume/ CV with relevant administrative responsibilities and accomplishments, and 3) a list of five professional references, including names, phone numbers, and email addresses, noting the candidate's relationship for each reference. References will not be contacted until later in the search process and only with the candidate's knowledge. Please send materials as an email attachment to STACDean@academicsearch.org.

By College policy and search committee affirmation, all information from and about candidates will be kept in

strict confidence. For full consideration by the Search Committee, applications should be submitted by **Monday, November 9, 2020**. Additional information about the institution may be found at www.stac.edu.

Academic Search is partnering with St. Thomas Aquinas College in the search for its next Dean of Student Career Services. To schedule a confidential phone call, please contact Maya Ranchod Kirkhope, Vice President for Consulting Services and Senior Consultant, at Maya.Kirkhope@academicsearch.org or (202) 332 4476 (o) or (703) 380-9195 (c). Nominations may be sent to Maya or STACDean@academicsearch.org.

NON-DISCRIMINATION POLICY

It is the policy of St. Thomas Aquinas College that no person on the basis of race, color, religion, ethnic origin, age, sex, sexual orientation, marital status, or disability shall be discriminated against,

excluded from participation or employment in, or be otherwise subjected to discrimination under any program or activity for which St. Thomas Aquinas College is responsible.

ABOUT ACADEMIC SEARCH

Academic Search is assisting St. Thomas Aquinas College in this work. For more than four decades, Academic Search has offered executive search services exclusively to higher education institutions, associations, and organizations. Academic Search was founded on the principle of strengthening higher education leadership through professional search services. We are the only search firm in the nation with a formal relationship to premier leadership development programs. As the subsidiary of the American Academic Leadership Institute (AALI) and not a privately held organization, we see our mission as providing outstanding executive recruitment, and identifying and cultivating the next generation of higher education leadership. Academic Search provides substantial financial, thought leadership, and personnel support to a number of leadership identification, development, and support programs throughout the academy. For more information, visit www.academicsearch.org.



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