

SEARCH PROSPECTUS:

DIRECTOR OF EXPERIENTIAL LEARNING



 ST. THOMAS AQUINAS COLLEGE

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THE SEARCH

St. Thomas Aquinas College (STAC) invites inquiries, nominations, and applications for the position of Director of Experiential Learning in the School of Business. The institution seeks an innovative leader who is able to develop, implement, and support high impact experiential learning practices within the School of Business. 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 Director reports to the Dean of Student Career Services and the Dean of the School of Business and will be housed in the School of Business. This position is both externally and internally focused; the primary responsibilities of the Director of Experiential Learning are to oversee, coordinate, and expand student experiential learning opportunities within the School of Business, including internships, practica, co-ops, study abroad, and study beyond and to ensure these experiences meet the academic requirements of the School of Business. The Director, in collaboration with faculty and students, creates and oversees a range of experience placements for each student and, under the direction of the Dean of Student Career Services, works externally to increase and expand the opportunities for students to gain work experience that is coordinated with the curriculum of the School of Business. The Director is also responsible for strategically cultivating long-term relationships and strengthening communication with employers, corporations, foundations, employers, and alumni to create and develop experiential learning opportunities for students.

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

ABOUT ST. THOMAS AQUINAS COLLEGE (CONT.)

- *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.

Beginning in the fall of 2019 through Le Moyne College, STAC students may earn an MS degree in Occupational Therapy (4/2) and an MA in Arts Administration (3/2 or 4/1). The institution has articulation agreements with 11 community colleges primarily within the SUNY and CUNY system.

SCHOOL OF BUSINESS

The School offers experiential learning opportunities designed to integrate classroom knowledge with professional experience and provide students with hands-on experience in their field of study. Students have opportunities to participate in internships, co-op programs such as the program with Sterling National Bank, and competitions such as the College Fed Challenge and the IACBE Student Case Competition.

Additionally, the School offers student internships, a cooperative endeavor involving the student intern, the sponsoring organization, and the College. The internship sponsor has an opportunity to preview potential employees and to develop internship projects that will enhance the mission of the sponsoring organization.

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 bucolic, 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

Reporting to the Dean of Student Career Services and the Dean of the School of Business, the Director of Experiential Learning will create a range of experiential learning opportunities for undergraduate and graduate students within the School of Business and create and maintain a structure to assess and approve students prior to placement.

Responsibilities include the following:

- Develop a framework and strong infrastructure for a signature Experiential Learning program in the School of Business;
- Work in close collaboration with the Dean of Student Career Services to establish a vibrant and exemplary co-op program for the School of Business;
- Advise faculty and staff on educational and operational components of Experiential Learning collaborations and engage and strengthen their interest in these opportunities;
- Monitor and track research and current trends in experiential education and career related resources to strengthen opportunities for students;
- Successfully represent the School of Business in the office, classrooms, and the community with a strong professional presence;
- Work with the Dean of Student Career Services to expand the network of corporate and organization relationships that provide students in the School of Business with curricular and co-curricular opportunities during their years at STAC and first jobs upon graduation; and
- Work in support of continuous improvement and providing external feedback to the Dean and faculty of the School of Business.

Additional tasks include the following:

- Provide assessment for program placement: review student resumes; meet with each student and faculty mentor; ensure student completes appropriate application and submits supporting documents; approve placement with hosting organization; and schedule students for required orientation session (including information regarding professional dress, communication, dining etiquette, interviewing techniques, etc.) before starting their placement experience;

- Complete documentation for the hosting organization;
- Verify students' participation and collect information about the nature and level of their experiences;
- Coordinate and collect administrative and assessment data for each placement experience;
- Coordinate, collect, store, and analyze all appropriate data for all placement experiences;
- Develop guidelines for students, faculty, and supervisors at hosting organizations;
- Coordinate student placement with faculty members and students;
- Contact each supervisor and faculty member at least once a semester to guide them and maintain quality of the program;
- Gather evaluation forms completed by student, faculty, and supervisor of hosting organizations; and
- Supervise any graduate assistant assigned to support the function.





QUALIFICATIONS AND EXPERIENCES

The qualifications below are representative of the knowledge, skills, and/or abilities required.

- Bachelor's degree required; MBA or related degree preferred;
- Demonstrated successful experience in the creation, development, and implementation of experiential learning or a closely related field;
- Demonstrated record of administrative leadership preferred;
- Teaching experience desirable;
- Deep and demonstrated commitment to all types of diversity, inclusion, and social justice;
- Strong interpersonal, communication, and organizational skills;
- Commitment to academic quality, scholarship, and service;
- Ability and willingness to travel within the relevant regional area;
- Ability to coordinate activities with other offices and effectively work in a team environment; and
- Computer skills required; prefer knowledge of Microsoft Office; Banner a plus.



APPLICATION AND NOMINATION PROCESSES

To apply, a candidate should submit: 1) a detailed letter of interest addressing the duties 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 STACDirector@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 in the search for its next Director of Experiential Learning. To schedule a confidential phone call, please contact Maya Ranchod Kirkhope, Senior Consultant, at Maya.Kirkhope@academicsearch.org or (703) 380-9195. Nominations may be sent to Maya or STACDirector@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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