College of Our Lady of the Elms
EXECUTIVE SEARCH PROFILE
VICE PRESIDENT OF STUDENT AFFAIRS
AND CHIEF DIVERSITY OFFICER
Overview

College of Our Lady of the Elms (Elms College) is a co-educational, Catholic, liberal arts college with undergraduate, graduate, and adult learner programs. Founded in 1928 by the Sisters of St. Joseph in Chicopee, Massachusetts, Elms College provides an atmosphere in which women and men grow in scholarship, leadership, caring, and commitment. At the core of that success is the ability of students to build relationships and develop a strong and deep sense of community that they can take with them into the world. An awareness of what students can contribute to the world, to their community, and to one another, is what Elms College nurtures in its curriculum and strategic decisions.

An emphasis on the liberal arts and sciences gives Elms College’s students a broad background, enabling them to adapt to an ever-changing world. Career programs build on the liberal arts to educate professionals with solid credentials and multiple areas of expertise. The size of the college promotes a friendly spirit among students, and between students and faculty. The low 10:1 student to faculty ratio promotes interaction since each student is recognized as an individual. Students often work with faculty and staff in preparing and directing special events, conducting research, and as academic student assistants and lab coordinators.

For 90 years, Elms College has provided an education combining academic excellence, a strong sense of community, and a commitment to social justice, all within the framework of Catholic social teaching and the Catholic intellectual tradition.
College of Our Lady of the Elms, a Catholic college, educates a diverse group of women and men in a supportive, vibrant learning community. Combining a liberal arts education with professional studies, Elms College empowers students to effect positive changes in the community and in the world.

Affirming the founding tradition of the Sisters of St. Joseph, Elms College challenges students to embrace change without compromising principle, to respond creatively to the demands of their chosen careers, and to advocate for people in need. Elms College is a community rooted in faith, educated in mind, compassionate in heart, and responsive to civic and social obligations.
The Elms College community affirms its Catholic identity and its relationship with the Sisters of St. Joseph. Trustees, faculty, staff and students aspire to live and work as an academic community according to these core values:

**Faith**
Elms College, empowered by love and faith, welcomes all, while seeking to promote the traditions of its founders, the Sisters of St. Joseph, through programs that challenge all members of the college community, spiritually, ethically and intellectually.

**Community**
Elms College is committed to compassion and relationship building, in an atmosphere of mutual respect and trust, creating a sense of belonging for the entire campus community. This encourages the Elms community to respond to the needs of others, in a spirit of hospitality, within and beyond the college.

**Justice**
Elms College aspires to the highest standards of social responsibility as an institution and is committed to instilling values of equal opportunity and justice in the college community. Individually and collectively, the College is dedicated to pursuing the common good and to improving the lives of all people.

**Excellence**
Elms College fosters excellence in its students and in the community by educating the whole individual, intellectually, spiritually, emotionally and physically. The College challenges its students to realize their full potential to impact the world through knowledge and enhanced skills.
Recent Success

Continued strong performance in retention (82% vs. 69% peer group) and graduation rates (6 year at 68% vs. 47% peer group) evidencing the commitment to student success.

The development of new academic programs, including a Doctor of Nursing Practice, new tracks in the Masters of Nursing, MS in Biomedical Sciences, Masters of Business Administration, a joint MBA/MSN, and a post-baccalaureate premedical studies program.

The development and expansion of off-campus degree completion programs to serve adult learners at eight locations throughout Central and Western Massachusetts and, most recently, at Asnuntuck Community College in Enfield, Connecticut.

The 2014 completion of the new $13.5 million Lyons Center for Natural and Health Sciences, which includes lab space for faculty and student research.

The 2017 opening of a new center for student success in Alumnae Library and renovation and conversion of space in Berchmans Hall for the establishment of St. Joseph Chapel.


Strengthened financial stability through consistent budget surpluses from unrestricted operations since fiscal year 2007, including surpluses in excess of $2 million over the last four years.
The main campus is located in Chicopee, Massachusetts, in the heart of the pioneer valley with easy access to I-91 and the Mass Turnpike. Boston is 90 minutes away and Hartford, Connecticut and Bradley International Airport are 30 minutes away.

Elms College’s location in western Massachusetts, in proximity to Springfield, Northampton and Amherst, offers a wide array of outdoor, cultural and intellectual opportunities. The College is located near many hiking and skiing attractions in the Berkshires and southern Vermont. The MassMutual Center in Springfield is the site of many major concerts, sporting events and entertainment activities. Other nearby attractions include the Springfield Quadrangle Museums, Springfield Symphony Hall and a significant number of institutions of higher education.

Campuses

The 22-acre main campus in Chicopee is located in a quiet residential neighborhood adjacent to a historic district. Berchmans Hall is Elms’ flagship campus building, housing many administrative offices and classrooms, as well as Veritas Auditorium. There are three residence halls, housing approximately 400 students, and other administrative and academic buildings, surrounding a quadrangle where students mingle between classes.

The Maguire Center is the College’s athletic and fitness facility, with a 25-meter swimming pool, an indoor track, and a full basketball court. The College has undertaken a number of physical improvements to the campus, including the completion of the Center for Student Success and of St. Joseph Chapel in 2017 and the $13.5 million Lyons Center for Natural and Health Sciences building in 2014, as well as a major redesign of the campus quad, making it more welcoming and student-friendly.
President Dr. Harry E. Dumay became the 11th President of the College of Our Lady of the Elms on July 1st, 2017. Dr. Dumay has served in higher education finance and administration at senior and executive levels for 19 years. He holds a Ph.D. in higher education administration from Boston College, an MBA from Boston University with a graduate certificate in corporate finance, and a Master of Arts degree in public administration from Framingham State University. He earned his Bachelor of Science degree, magna cum laude, from Lincoln University.

Prior to assuming the presidency of Elms College, Dr. Dumay was senior vice president for finance and chief financial officer for Saint Anselm College from 2012 to 2017. Dr. Dumay formerly served as chief financial officer and associate dean at Harvard University’s Paulson School of Engineering and Applied Sciences (2006-2012), associate dean at Boston College’s Graduate School of Social Work (2002-2006), and director of finance for Boston University’s School of Engineering (1998-2002). In addition, Dr. Dumay served as an adjunct faculty member at Boston College for nine years.

Dr. Dumay currently serves as a commissioner, treasurer, member of the executive committee, and member of the Annual Report on Finance and Enrollment (ARFE) for the New England Commission for Higher Education (NECHE), a member of the board of directors for the Association of Independent Colleges and Universities in Massachusetts (AICUM), a member of the Student Aid Policy Committee for the National Association of Independent Colleges and Universities (NAICU), a board member for the Boston Foundation’s Haiti Development Institute, and a former member of the board of directors and a current member of the investment committee of the Catholic Medical Center in Manchester, N.H. He is also a board member for Pope Francis Preparatory School.
Reporting to the President, the Vice President of Student Affairs and Chief Diversity Officer provides strategic leadership and direction for all student programs with an emphasis on creating and sustaining an inclusive campus for Elms students, faculty, and staff. She/he will be responsible for providing leadership, management and supervision to the Director of Diversity and Inclusion, the Dean of Students, the Director of Campus Ministry, and the Athletics Director.

As a key member of the President’s Cabinet, the VPSA/CDO participates in strategic planning and works collaboratively with leadership across the institution: in academic affairs, enrollment management and marketing, institutional advancement, finance and administration, among others, to ensure alignment with and creative approaches to support key academic and college priorities, initiatives, and opportunities.

The Vice President of Student Affairs and Chief Diversity Officer serves as the chief student affairs and diversity officer for the campus and advises the President and other senior-level leaders on all student affairs and diversity matters.

The Vice President will serve as an important collaborative partner with students, staff, administrators, various committees and external constituencies to proactively develop and implement plans, programs, and activities that educate and motivate members of the College community to advance diversity, equity and inclusion as core values to be collectively upheld in support of student learning and success.

The Vice President will come to campus at an especially significant time, as the President has begun his third year in office. As part of the executive leadership team, she/he will work with the President and colleagues in the institution’s leadership to help implement the College’s refreshed vision and strategic plan. The Vice President must possess exceptional leadership and communication skills to interact with various constituency groups.
RESPECTSIPLIES
STUDENT AFFAIRS

- Embraces and advances the distinctive mission, vision, and goals of the College in concert with the Board of Trustees, President, leadership, faculty, staff, alumni and community. Embody values of faith, community, justice, excellence, and uphold the College's commitments to diversity and inclusion.

- Provides overall leadership, administration and management of the Division of Student Affairs, which includes Dean of Students, Athletics, Campus Ministry, Diversity & Inclusion, Residence Life, and the Office of Student Engagement and Leadership, focused on ensuring student success.

- Ability to effectively supervise and motivate personnel.

- Excellent supervisory, administrative, communication, interpersonal and leadership skills.

- Works collaboratively with the Vice President of Enrollment Management and Marketing and the academic deans to promote enrollment management as a comprehensive, integrated approach focused on enhancing and improving recruitment, retention and graduation rates at Elms College.

- Understands the diverse populations of students served by Elms College (full-time residential, full-time commuting, part-time on campus, part-time at satellite locations, online, undergraduate, graduate) and ensure that all segments fully serve and receive the full Elms experience.

- Works collaboratively with Public Safety to maintain and enhance campus safety and security, in particular student safety.

- Ability to establish and maintain positive and effective working relationships with students, faculty, staff and the public.

- Provides leadership for campus student emergency response preparation and protocol.

- Provides leadership and strategic direction to all Student Affairs staff.

- Develops and implements new programs and services in response to the needs of the students, that enhance the quality of the student experience.

- Represents Elms College in the community in issues pertaining to student matters and activities.

- Knowledge of the planning, implementation, and monitoring of budgets in a higher education environment.

- Provides vision, strategic direction and leadership to the Student Affairs department.

- Develops and implements a strategic plan for Student Affairs and Diversity and Inclusion supporting the College's goals.

- Responsible for student code of conduct, discipline and related policies. Oversee the resolution of disciplinary issues through the College's internal process, assuring fair and objective enforcement of policies and procedures concerning student conduct.

- Works closely with academic affairs to develop, modify and enhance student services; review and evaluate existing programs and promote expansion of services to meet the diverse needs of Elms College students.

- Evaluates and recommends improvements for policies, procedures, and regulations; assure the fair, consistent and objective enforcement of policies, procedures and regulations.

- Will be available to meet with students to investigate and assist in resolving academic and non-academic complaints or concerns.

- When needed, handles student crises and emergencies, to include referrals to appropriate medical and/or mental health professionals.

- Will be available to meet with parent(s) and/or guardian(s) of a student concerning academic and/or non-academic complaints or concerns.

- Maintains ongoing research and awareness of changes in federal and state law and regulations, and trends within higher education to ensure the integration of best practices and compliance.

- Collaborates closely with various campus partners, particularly academic affairs, athletics, public safety, dining services, and enrollment management.

- Demonstrates organizational skills in handling and directing multiple and complex assignments and projects.

- Other duties as may be assigned.
Responsibilities

Diversity & Inclusion

- Advise and work collaboratively with the President, Executive Leadership Team, Academic Leaders, Staff, and Student Life Professionals to identify and establish strategic priorities and policies related to equity, diversity and inclusion for faculty, staff, and students.

- Coordinate and support the work of campus departments and students that advance social justice and foster cultural and historical awareness.

- Assist in the development of programs, initiatives, partnerships and activities that promote diversity, inclusion, and equity as core values of the College.

- Proactively develop and implement programs and initiatives, plans, partnerships, and activities at the college-wide level that both educate and promote diversity, inclusion, and equity as core values of the college.

- Assist in the management of services and programs designed to increase the recruitment, retention, matriculation, and ultimate graduation of a diverse population.

- Research current trends and best practices for cross-cultural awareness, and programs on diversity and inclusion.

- Establish and maintain ongoing efforts to evaluate the quality of campus life for all students, especially students from underrepresented groups, and recommend appropriate solutions to address campus climate issues and improve the overall quality of services and programs for traditionally underrepresented and international students, faculty, and staff.

- Provide leadership in developing collaborative efforts to plan campus-wide cultural events.

- Serve as a subject-matter expert and resource to internal and external community stakeholders to help identify and adopt best practices needed to achieve institution excellence.

- Provide leadership and strategic direction to all Diversity & Inclusion staff.

- Collaborate with Human Resources and the Director for Faculty Development, Diversity and Inclusion to recruit and retain a diverse faculty and staff workforce.

- Ability to work with faculty to incorporate diversity and inclusion into the current curriculum and educational opportunities.

- Demonstrate knowledge of the planning, implementation and monitoring of budgets in a higher education environment.

- Maintain ongoing research and awareness of changes in federal and state law and regulations, and trends within higher education to ensure the integration of best practices and compliance.

- Demonstrate organizational skills in handling and directing multiple and complex assignments and projects.

- Other duties as may be assigned.
The successful candidate will demonstrate:

- A record of leadership and accomplishment in student affairs, particularly in higher education.
- A record of leadership and accomplishment in diversity and inclusion matters, particularly in higher education.
- Proven ability to lead and manage the student affairs, campus ministry and athletics departments, with the ability to clearly articulate department goals and objectives.
- Proven ability to lead and manage an office of diversity & inclusion with the ability to clearly articulate office objectives and strategic goals.
- A robust “roll up the sleeves” work ethic, results-oriented nature, personal integrity, excellent communication skills, strategic thinking, and planning skills.
- The ability to communicate information clearly and effectively through both oral and written means.
- Exemplary interpersonal skills are essential, along with the ability to create shared goals and understanding.
- The ability to recruit and retain exceptionally talented staff and to succeed in managing change.
- A strong commitment to diversity, especially as it relates to serving the needs of a highly diverse, first-generation student body. Ensuring student success is a key focus.
- Strong organizational skills and the clear ability to plan and execute; to function as a self-starter, take initiatives, think and act entrepreneurially in order to achieve results.
- Organizational skills in handling and directing multiple and complex assignments and projects.
- Master’s degree required, Ph.D. preferred.
- Seven (7) years progressive leadership experience, preferably at a higher education institution.
- Demonstrated effectiveness in planning, administration, personnel, and fiscal management.
- Demonstrated effectiveness in working with a diverse student body, faculty, staff, and external organizations.
- Excellent interpersonal communication skills, both written and verbal.
The position of Vice President of Student Affairs and Chief Diversity Officer will remain open until filled. The preferred start date is **January 6, 2020**.

For full consideration, candidates should email to jobs@elms.edu the following documents in Microsoft Word or PDF format:

1. A letter that addresses the position’s responsibilities and qualifications;
2. A current resume or CV;
3. A statement addressing past and/or potential contributions to diversity through teaching, research, professional activity and/or service; and
4. The contact information for three professional references

For more information or to nominate a potential candidate, contact:

**Katie Longley, CPA**  
Vice President of Finance and Administration  
jobs@elms.edu

**Elms College Policy**

Elms College will not discriminate in any employment practice, education program, or activity on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, or veteran status. The College fully complies with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, the Rehabilitation Act of 1973, and all other applicable federal, state, and local statues, ordinances, and regulations.