



Assistant Vice President for Life and Career Design

OPPORTUNITY

Wheaton College in Massachusetts is conducting a national search for the inaugural Assistant Vice President for Life and Career Design. This is an exceptional opportunity for an innovative and entrepreneurial person to develop a cutting-edge program for students from orientation through graduation. Wheaton's approach to Life and Career Design is a collaborative model with Student Affairs, Academic Affairs, and Advancement and Alumni Relations, to better meet the needs of the community.

The AVP will guide the new Life and Career Design Institute, formerly career services, to develop programs and services for students incorporating internships, service learning, alumni and professional mentoring, and life design principles. The end goal being that all Wheaton students graduate with experiences which enhance career goals, a skill set, and a life plan methodology that they can use to make great choices throughout their lives.

Reporting to the Vice President for Student Affairs and Dean of Students, the new Assistant Vice President for Life and Career Design is responsible for articulating the vision and mission of this area and will oversee all programs that will be organized developmentally around the student progression through their 4 years. The position will be highly collaborative with alumni relations and academic affairs, to engage faculty, alumni, parents, and the external business and not-for-profit communities to offer the Wheaton student exceptional opportunities.

INSTITUTIONAL OVERVIEW

Wheaton College is a private, four-year residential college in Norton, Massachusetts, consistently ranking among the nation's best. Wheaton offers more than 100 career-connected majors and minors, providing guaranteed access to internship funding and highly personalized education in the liberal arts and sciences. Located halfway between Boston and Providence, Wheaton draws students and faculty from around the globe. The location in southeastern Massachusetts provides easy access to numerous businesses as well as cultural and educational resources in the greater Boston and Providence areas. At the intersection of Routes 128 and 495, central arteries of the Massachusetts high-technology economy, southeastern Massachusetts has become the fastest-growing residential area in a very prosperous state.

Consistently ranked among the most beautiful in New England, the Wheaton campus mixes traditional Georgian-style brick buildings with modern designs. The original design of the

campus is organized around a central quadrangle with a circular declivity, affectionately known as the Dimple. The beautiful 400-acre campus is welcoming and walkable and contains many innovative spaces for students to enjoy—a sculpture studio, maker and fiber spaces, an idea lab, and much more.

Wheaton's History

Wheaton College was founded as a female seminary in 1834 by U.S. congressman and local community leader Judge Laban Wheaton at the urging of his beloved daughter-in-law, Eliza Baylies Chapin Wheaton, who would nurture the school until her death in 1905. From its very first classes, Wheaton focused on rigorous liberal arts study, placing the institution at the forefront of a movement to offer women an equal education to men. It was the act of a changemaker, the first of many such acts the institution would take in the years ahead.

Chartered as a four-year liberal arts college in 1912, Eliza Wheaton championed rigorous education with practical benefits and intellectual satisfaction. These institutional traits still hold today. For example, in 1917, the college hosted the nation's first conference on professional development for women, organized by then-undergraduate Catherine Filene Shouse; when the college established a center in 1986 to promote experiential learning as central to the liberal arts, it named the organization the Filene Center for Work and Learning in Shouse's honor. Internships, community impact, and research continue to play a vital role in Wheaton's experiential nature, led by multiple centers on campus including the renamed Filene Center for Academic Advising and Career Services.

The egalitarian impulse that established Wheaton as an educational institution for women has also shaped the college's development. In the late 1970s and 1980s, the college's faculty developed the influential Gender Balanced Curriculum Project, bringing scholarship by and about women from the margins to the mainstream of undergraduate education. And when Wheaton chose coeducation in 1987, it also instituted the first of a series of initiatives that has internationalized the college's curriculum and student body.

Throughout Wheaton College's history, its reputation for academic excellence has been a direct result of pioneering leadership. Today, Wheaton shares with past generations the rich academic tradition of the liberal arts and sciences. At the same time, it benefits from a host of curricular initiatives begun during the past few decades—new programs that help students explore ideas and concepts across academic disciplines, link academic study with learning outside the classroom, appreciate and celebrate diversity in all its forms, and see themselves as active members of a global community.

The Wheaton Community

The college currently enrolls approximately 1,700 students, representing 40 states and more than 50 countries. Approximately 6 percent of Wheaton's students are international, and 27 percent are self-identified students of color, including Asian, Black, and Latinx students. First-generation students account for about 22 percent of enrolled students. Nearly one-third of Wheaton students participate in the college's 23 NCAA athletic teams. In addition to over a

dozen club sports and seasonal intramurals, Wheaton athletics also houses one of the world's oldest-running artistic swimming programs.

Wheaton students take an active role in shaping campus life through their community engagement. The college's approach to education acknowledges that learning in a residential liberal arts college extends beyond the classroom; thus, students are empowered—and expected—to teach as well as learn from each other in residence halls, on the playing fields, and at meetings of clubs and organizations. This expectation has long been a critical aspect of Wheaton's culture. It reflects the college's honor code, established in 1921 to guide academic and social life on campus. In keeping with the college's character, Wheaton's admission process is holistic, considering the whole student. The college adopted an optional standardized test policy in 1990, among the first national liberal arts colleges to take this approach.

Wheaton faculty are celebrated artists, renowned researchers, and gifted instructors who take their experiences into the classroom and ask students to apply their own experiences to the world. Wheaton's student-faculty ratio is approximately 11:1, and the average class size is 15 to 20 students. Faculty members take an engaged and active interest in the Wheaton community, serving as formal advisors and informal mentors for students and as professional partners to staff, building relationships that last a lifetime. Faculty collaborate with their students on research projects and work with one another to build truly interdisciplinary courses and programs, with the aid, resources, and support provided by the Center for Collaborative Teaching and Learning and the Madeleine Clark Wallace Library, among others.

Staff members play a vital role in delivering the college's educational programs, contributing directly to student learning in their capacity as academic advisors, global study counselors, co-curricular programming directors, formal and informal mentors, and so much more. Staff members across the college also help sustain the vibrant living-learning environment by providing supervision for the 50 percent of students with on-campus jobs.

For more information on Wheaton College, please visit: www.wheatoncollege.edu

STUDENT AFFAIRS DIVISION

In addition to the new Life and Career Design Institute, student affairs departments facilitate robust living and learning environments and comprehensive student care and support under the strong leadership of Darnell T. Parker, Ed.D., Vice President for Student Affairs and Dean of Students. Dr. Parker assumed the role in 2021 and has considerable expertise in student affairs, diversity and equity, and Title IX compliance within higher education. Most recently, he served as the senior associate vice president for equity at Case Western Reserve University after four years in the division of student affairs. In this newly created office and role, he oversaw the university's efforts and initiatives to address and prevent discrimination and harassment and effect sustainable change.

Parker's passion for the liberal arts has been a thread throughout his career. His dissertation explored diversity at liberal arts colleges, the impact of diversity on student learning in the liberal arts, and methods to improve campus climate by creating campus wide dialogue and professional development opportunities. Before Case Western Reserve, Parker spent nine years at Washington College in Maryland working in residence life, multicultural affairs, student activities, and compliance roles within student affairs, including partnering to create the office of wellness and prevention education.

LIFE & CAREER DESIGN INSTITUTE

The vision for the Life & Career Design Institute (LCDI) is to create a holistic experience for students fully integrated with the curriculum that engages all students with the life design method including a bias toward action and prototyping, an emphasis on self-awareness and reflection, and an awareness of the individual interplay of life, family, career, health, wellness, play, and other factors that shape a life of abundance.

Within this framework, the LCDI will ensure that students have many touchpoints with experiential learning and career development. This will happen through work in the LCDI (internship placement, funding, Sophomore Experience, for example) but also through work in academic departments and classes that can be supported by the staff of the LCDI. **Through a close collaboration between Student Affairs, Academic Affairs, and Advancement, our goal is for students to seamlessly integrate this work throughout their classes, student employment, student clubs, internships, and post-Wheaton planning.**

POSITION RESPONSIBILITIES/PRIORITIES

- Provide effective and measurable career advising, career education and outreach programming and career exploration that encompasses internships and experiential educational opportunities. Provide entrepreneurial insight and innovation, utilizing formal and informal methods of life and career design.
- Lead the institute with a framework of diversity, equity, inclusion, and belonging.
- Strengthen and cultivate partnerships with employer representatives in business, industry, not for profit and education sectors and work collaboratively with area colleges. Streamline the process for posting new opportunities.
- Collaborate with academic and student affairs in cultivating partnerships that offer experiential learning through curricular and co-curricular opportunities.
- Work closely with colleagues in advancement and alumni relations, and annual giving to develop and implement mentoring, networking, internships and/or position shadowing opportunities by alumni for students.
- Create a staffing and hiring plan, according to an outlined structure for the Life and Design Institute to provide sustained support for experiential learning.
- Develop a team that communicates critical information with measurable results and cultivates relationships across campus to effectively champion and advocate for the student's career and life experiences.

- Create experiential learning lab opportunities for students.
- Responsible for the fiscal management of the office budget, grants, and funds that support internships.
- Work with faculty to promote experiential learning modules in classes and experiential offerings or internships within majors
- Plan and implement innovative strategies to market the life and career design office to the various constituencies both within the Wheaton College campus community and externally.
- Expand and promote usage of technology and other resources for students such as Handshake, Lyons Link, etc.
- Serve as a member of the student affairs leadership team.
- Work with advancement to describe programs and effectiveness to potential donors.

REQUIRED QUALIFICATIONS

- Ideal candidates will be innovative and entrepreneurial and must have experience with career program design and implementation; and must demonstrate a clear understanding of personal development from a diversity, equity, and inclusion perspective.
- Candidates must have experience developing strategic partnerships through collaborations with diverse constituencies, both inside and outside the organization, such as faculty, staff, alumni, parents, and external business partners.
- Candidates must be knowledgeable of the changing needs of employers, early entry employees such as students, and graduate/ professional programs. Candidates must be able to demonstrate innovation and implementation of changes in the career field.
- A master's degree is required.
- Candidates must have a proven track record of increased responsibility and staff management in higher education, business or not for profit environments with 8 to 10 years of experience.
- Candidates must have excellent communication and organizational skills and be a team player.

APPLICATION PROCESS

For full consideration, applications should be received by **December 15, 2023**. The search committee will continue its work until an appointment is made.

Candidates should provide the following:

- Letter of interest stating how their experience and qualifications connect with the required qualifications and responsibilities/priorities expressed in the leadership profile.
- A curriculum vitae/resume.
- Five professional references with email addresses and phone numbers provided (references will not be contacted without prior permission from the applicant).

Applications should be in PDF format and submitted through the AGB Search portal at: [Wheaton AVP Life & Career Design](#).

Please direct any nominations, expressions of interest or questions regarding the application process to WheatonAVP@agbsearch.com or to the AGB Search team below.

AGB Search is assisting with this search. Nominators and prospective applicants may contact the executive search consultants for additional information:

Dr. Jean Kim, Executive Search Consultant
jean.kim@agbsearch.com / 303-678-7811

Mr. Lou Stark, Executive Search Consultant
lou.stark@agbsearch.com / 319-389-2413

Wheaton College is committed to the principles of Equal Opportunity as defined under federal and state law. It does not discriminate on the basis of race, color, disability, genetic information, national or ethnic origin, citizenship, age, religion, sex, gender, sexual orientation, gender identity, gender expression, pregnancy, marital status, military or veteran status, membership in the Uniformed Services, or any other legally protected status in its admission policy, programs, or activities, educational policies, scholarship and loan programs, athletic and other College-administered programs, or employment practices and programs.