

Carnegie Mellon University

POSITION DESCRIPTION

Associate Vice President for Community Health and Well-Being

The Associate Vice President for Community Health and Well-Being at Carnegie Mellon University (CMU) will advance the University's vision that prioritizes health and well-being as a foundation for lifelong success and happiness. Building on the expertise of Counseling & Psychological Services (CaPS), University Health Services (UHS), and Wellness Initiatives (WI), this newly created senior University leadership role will establish a framework for developing a visionary, forward-thinking approach to providing integrated holistic health and well-being that engenders a common responsibility for individual and community health that will be a cornerstone of the CMU experience.

The AVP is responsible for the strategic leadership and visionary direction of a multidisciplinary team of University administrators, professional and student staff. The AVP will champion the directors of CaPS, UHS, and WI in their successful management of operations and the advancement of programs and services. The AVP reports directly to the Vice President for Student Affairs/ Dean of Students and serves as a member of the Student Affairs senior leadership team.

The AVP and their direct reports will partner closely with colleagues throughout the Division of Student Affairs, as well as with faculty leading innovative research in related fields and with other campus and community stakeholders to advance the University's vision for health and well-being in support of University and divisional strategic plans. The recently-convened [Task Force on the CMU Experience](#) will offer the AVP a meaningful opportunity to engage directly with motivated faculty, staff, students, alumni, and University leadership who are working to positively influence campus culture.

As the University makes considerable investments in the programs and resources

to support our vision, plans are underway for the design and construction of a new health and wellness center anticipated to open in 2020. The center is intended to integrate with athletics and recreation programs in a visionary new state-of-the-art complex that supports an active mind, body and spirit. The University has made considerable progress in planning for the new center and the AVP will take a leadership role in all facets of design, construction, opening and managing the center's day-to-day operations.

The AVP will capitalize on the University's forward progress and share Carnegie Mellon's core values of dedication, collaboration, and creativity, supporting a campus climate known for an intensive and engaged approach to human development, problem solving, and real world impact.

Primary Responsibilities

- Provide visionary leadership for a center that prides itself on the delivery of care, resources and programs led by a team of directors that supervise physicians (including psychiatry), nurse practitioners, physician assistants, registered nurses, psychologists, counselors, clinical social workers, health educators, support staff and administrative personnel to ensure the delivery of high quality primary care, mental health and counseling, case management, health promotion, and educational outreach services to Carnegie Mellon students.
- Supervise and manage direct reports, including, but not limited to the following: Executive Director, Counseling and Psychological Services; Executive Director, University Health Services; and Program Director, Student Affairs Wellness Initiatives.
- Manage new center operating budget of approximately \$4 million per year, which will provide integrated services by CaPS, University Health Services, and Wellness Initiatives, comprised of nearly 40 FTE.
- Organize and lead strategic planning efforts, including ongoing strategic assessment, gap analysis, and benchmarking to support implementation of priorities and ensure alignment with Student Affairs and University strategic plans.

- Coordinate the University's case management and care team that manages behavioral intervention responsibilities through an individual student success and self-advocacy model.
- Assist in fundraising and grant-writing efforts in support of the new facility and ongoing programs.
- Develop and coordinate a strategic campus outreach and communication plan to convey University priorities, resources and opportunities to support our vision for health and well-being.
- Direct center operations maximizing resource efficiencies.
- Establish, review, and update policies and procedures to support the University's vision for health and well-being.
- Demonstrate a commitment to divisional professional development activities that educate and enhance well-being.
- Ensure compliance with University policy, state and federal laws.
- Support campus emergency preparedness and response, including UHS executive director's leadership of and communication about public health issues.
- Develop and maintain intentional collaborative relationships to promote teamwork and advance the priorities of the Division and University.
- Serve as a core member of the Student Affairs Leadership Team; provide counsel on matters related to the health and well-being of students and the campus community to institutional leadership.
- Establish and maintain appropriate liaisons with University departments and serve on departmental, divisional, University, state and/or national committees as required and assigned.

Required Qualifications

- A master's degree in health, counseling, wellness, student affairs administration, higher education or an appropriately related field. Terminal degree in an appropriate field preferred.
- At least seven years of relevant progressive leadership and track record of success in management and supervision of health, mental health, health promotion, or a closely related area of health care practice and administration.
- Ability to articulate, integrate and implement health and counseling models and standards of professional practice and licensure appropriate to a university setting, evidenced by previous experience.
- Knowledge of local, regional and national issues, trends, and best practice standards in primary health care, health promotion and prevention, mental health, health insurance, and managed care, as well as of national certification and accreditation requirements.
- Proven record of success and commitment to working with issues related to diversity, equity and inclusion, including an ability to work well with a globally diverse student body.
- Demonstrated ability to develop and implement strategic objectives, motivate and develop staff, effectively manage resources, and cultivate strong collaborative relationships with multiple constituent groups.
- Evidence of innovation through partnerships, projects, programs, and initiatives.
- Strong leadership, interpersonal, communications and critical thinking skills are essential.

Preferred Qualifications

- Knowledge and direct experience in a college or university student health, mental health or health promotion setting.
- Experience in dealing with public health issues, crisis management, and emergency response.
- Experience with behavioral intervention teams.

- Grant writing experience.

About CaPS, UHS and Wellness Initiatives

Carnegie Mellon University provides high quality, cost-effective, student-oriented medical care, mental health and counseling services, health promotion, and educational outreach to approximately 13,500 undergraduate and graduate students.

CAPS offers professional mental health care, consultation, case management, crisis response and education for members of the University community. CAPS is staffed by qualified professionals who possess demonstrated expertise in responding to the variety of psychological needs of college students. CAPS addresses quality of life issues within the University community from a most personal perspective. CAPS is an APPIC member school and facilitates a robust clinical training program.

UHS is fully accredited by the Accreditation Association for Ambulatory Health Care (AAAHC), manages a robust student health insurance program, and provides primary medical care, reproductive health, preventative health screenings, psychiatric care, eating disorders support, nutrition services and education, alcohol and other drug counseling, vaccinations and travel health, prescription refills, select ancillary services, massage, health education and health promotion services and programs.

Wellness Initiatives provides leadership for programs focusing on a healthy campus culture and collaborates with other campus entities to work collectively toward action for a sustainable and inclusive wellness culture at Carnegie Mellon University.

About Carnegie Mellon University

Carnegie Mellon is a highly selective global research university with more than 13,900 students, over 106,000 living alumni, and nearly 6,000 faculty and staff. Recognized for its world-class arts and technology programs, collaboration across disciplines, and innovative leadership of education in the fields of Business

Administration, Computer Science, Engineering, Fine Arts, Humanities and Social Sciences, Public Policy & Information Systems, and Science, Carnegie Mellon is consistently ranked among the top 25 universities in the United States. With a main campus in Pittsburgh, the University also has campuses in Silicon Valley and in Qatar, and programs in Australia, Portugal, Rwanda and other locations throughout the world.

Carnegie Mellon University is situated in the heart of Pittsburgh, a city that has reinvented itself as a hub of innovation and information and life sciences technology. The city boasts nine colleges and universities, museums, opera, a world-class symphony, and several professional sports teams. Pittsburgh is known for its diverse neighborhoods, top schools and hospitals, affordable housing, eclectic restaurant scene, lively arts and music communities, and recreation opportunities that abound in the city's more than 2000 acres of city parks and on its three rivers. Pittsburgh offers a quality of life that has been internationally recognized, prompting the city's ranking as America's most livable city in recent years.

Application Process

Carnegie Mellon University has partnered with Keeling & Associates, LLC for this search. The search process is underway and will continue until the position is filled. For best consideration, please submit materials before August 28, 2017. Applications should include a letter of interest clearly addressing the position requirements, and a resume or curriculum vitae. Materials must be sent, preferably as PDFs, to recruiting@keelingassociates.com with subject heading "CMU AVP."

Nominations and confidential inquiries should be directed to:

Dr. Jan Walbert
Vice President and Senior Consultant for Executive Search
Keeling & Associates, LLC
jwalbert@keelingassociates.com

Carnegie Mellon University considers applicants for employment without regard to, and does not discriminate on the basis of, gender, race, protected veteran status, disability, or any

other legally protected status. Qualified candidates who can contribute through their work/life experiences to the diversity and excellence of the academic community are encouraged to apply.