



Interlochen

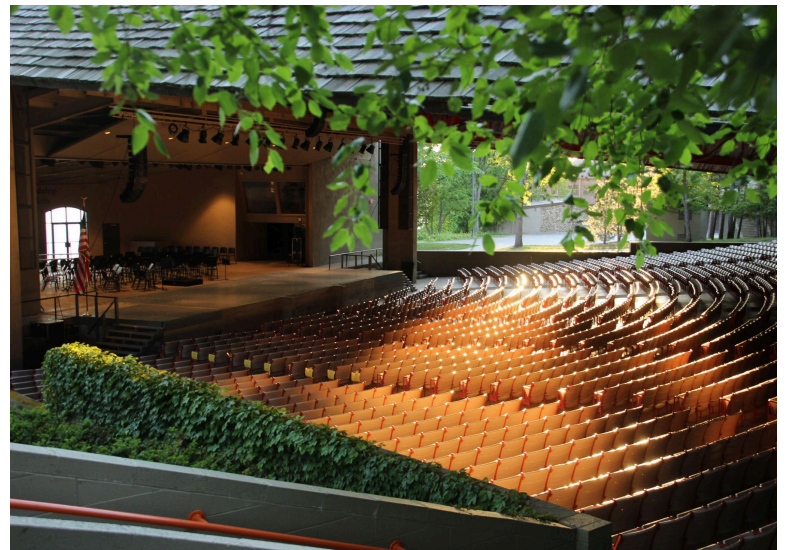
CENTER FOR THE ARTS

Dean of Student Life Interlochen Center for the Arts – Interlochen, MI July 2025

Position Summary

The Dean of Student Life at Interlochen is a full-time, year-round leadership role responsible for overseeing the residential and co-curricular experiences of students, ensuring a safe, nurturing, and vibrant environment for both Interlochen Arts Academy and Interlochen Arts Camp. The position is an essential part of the Education Leadership Team. The best candidate for this position is a person who is committed to the growth and success of young people and who deeply enjoys spending time with students and contributing to their lives. The Dean addresses student concerns with empathy and professionalism and partners as appropriate with other education staff and with families to support young people's success. The Dean leads programs that promote students' personal growth, community engagement, and well-being.

The position requires great flexibility and commitment to young people's overall social, emotional, and healthy development. The Dean fosters the development of students of [The Interlochen 5](#). These are the defining and reinforcing characteristics of an Interlochen Arts Academy education. Across artistic, academic, and residential learning, students cultivate core capacities foundational to their mindset, motivation, and method: mindfulness, wellness, resilience, creative capacity, interdisciplinary perspective and collaboration, global and cultural perspective, and community and citizen artistry.



The Dean is part of a student life leadership team of two deans, working with the Vice Provost of Student Life to oversee the residential life experience outside the classroom, the day student experience, student conduct, and staff training and professional development within the student life and camp life staff.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

The Dean works closely with faculty and administration to integrate the student life experience with Interlochen's artistic and academic missions, playing a vital role in the holistic development of students throughout the Academy year and the summer camp sessions.

Responsibilities – including additional supports for new Academy students and all Camp supports – are divided between two Deans based on a combination of expertise, interest, and institutional needs. During the Academy year, this position focuses primarily on upperclass students – juniors and seniors – supporting them as they transition to graduation and college. During Camp, responsibilities are divided, as appropriate, among the student life leadership team.

Essential Duties and Responsibilities

- Lead student engagement initiatives at Interlochen by developing and implementing programs that foster a sense of community, encourage participation in co-curricular activities, and support student academic and artistic success and school retention.
- Engage in strategic visioning and problem-solving to address complex challenges, contribute to long-term planning, and support developing and implementing innovative solutions that advance Interlochen's mission and goals.
- Develop and implement age-appropriate structures and freedoms that balance support and autonomy, fostering an environment that maximizes student success and personal growth.
- Supervise residence life and camp life staff by providing leadership, guidance, and support, ensuring they effectively manage residential communities, promote student well-being, and create a safe and inclusive living environment.
- Serve as a key member of Interlochen's Core Team, collaborating with leadership across departments to align student life initiatives with the institution's overall strategic goals and mission.
- Liaise with faculty, staff, parents, health services and external partners to ensure consistent care and support for students, fostering open communication and collaboration to address student needs and enhance their overall experience at Interlochen.
- Lead staff training and professional development initiatives, ensuring that residence life and student support teams are equipped with the skills and knowledge needed to support student well-being and success effectively.
- Participate in the residence life on-call rotation, providing timely and effective responses to student issues and emergencies and ensuring continuous support and oversight for the residential community.
- Address student conduct procedures as appropriate, handle disciplinary matters fairly and consistently, ensure adherence to institutional policies, and foster a positive and respectful community environment.
- Facilitate the development of welcoming and accepting communities of people of all races, ethnicities, abilities, ages, genders, national origins, religions, and sexual orientations.
- Maintain detailed administrative records related to student care and staff supervision, ensuring accurate documentation and effective tracking of student interactions, staff performance, and departmental activities.



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- Guide staff in assessing and mediating student conflicts, effectively listening to and summarizing individual and group concerns, and facilitating resolution to ensure a supportive and understanding environment.
- Keep other departments, offices, and administrators informed of relevant issues, coordinating and ensuring follow-through to resolution to maintain a cohesive approach to student support and institutional operations.
- Ensure the safety of residence hall buildings, both in safety practices and in ensuring the safety and maintenance of facilities.
- Serve on the institution's Title IX response and investigative team as Deputy Title IX Coordinator or Title IX Coordinator.
- Oversee the residence life budget, ensuring the proper allocation of resources, managing expenses, and making budgetary decisions that align with departmental goals.
- Perform other duties as assigned.

Skills and Abilities

- Bachelor's degree required. Master's degree preferred.
- The ideal candidate possesses a minimum of 5 years of experience in leadership, mentoring, guiding young people, and supervising others, preferably in an independent boarding school environment.
- Ability to follow and execute specific verbal and written instructions.
- Ability to communicate effectively, both verbally and in writing.
- Ability to promote and maintain positive interaction with all internal and external stakeholders.
- Demonstrate respect for cultural, ethnic, spiritual, and linguistic diversity and values, including differences in personal goals, lifestyle choices and varying family backgrounds and histories.

Equipment Familiarity

- Relevant school and business software and hardware, including MAC systems, Google Office documents, etc.

Certifications, Licenses or Special Training

- Due to the nature of the work and the combined work/living environment, candidates must possess both physical and emotional stamina. The Department of Student Life subscribes to the philosophy of "no job too big, no job too small."
- Must meet and maintain background screening requirements as detailed in policy 12.HR.01 Pre-Employment and Employee Background Checks.



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- Valid driver's license and driving record that meets the eligibility requirements of Interlochen Arts Group's insurance carrier (for all positions requiring driving).

Physical Demands

- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 35lbs); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation, and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.

Reasonable Accommodation Statement:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Regular, acceptable attendance for work (excluding excused absences and periods of leave) is an essential function of the job and must be maintained to be successful. Reasonable accommodations that do not cause undue hardship may be made to help enable qualified individuals with disabilities to perform essential functions. Employees who wish to request accommodation or assistance are responsible for notifying the Organization of their request and engaging in interactive communication with IAG to determine available options.

Work Environment

- Work is performed primarily in a standard office and classroom environment with extensive internal and external stakeholder contact.
- This position is responsible for On-Call rotation and will work scheduled nights and weekends.

To Apply:

Interested and qualified candidates should submit, as separate PDF documents, the following materials:

1. Cover letter stating interest in and qualifications for the position
2. Current resume, including phone number and email address

To Rice Bryan (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.



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