



**Vice Provost of Student Life  
Interlochen Center for the Arts – Interlochen, MI  
July 2025**

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Position Summary

The Vice Provost of Student Life is a 12-month executive position that provides leadership and management for the student experience, the student affairs division, student policies and all related programs at the Interlochen Arts Academy and Interlochen Arts Camp, and other Interlochen educational programs, as appropriate. The Vice Provost leads and engages in strategic planning and promotes creative ideas that enable the student affairs division and Interlochen as a whole to be as effective as possible. The Vice Provost is expected to hold and promote the attitude that every student can be successful. As well, the Vice Provost embraces the goal of Interlochen--to enable young artists to transform their passion and potential into purpose.

**Reports to:** Provost

**Job Type:** Full-time, year round

**Supervisory Responsibilities**

Supervises Directors of Residence Life, Director of Health Services, Director of Wellness and Recreation, Director (Dean) of Camp Life



**Carney  
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## Essential Duties and Responsibilities

### **Leadership and Strategy**

- Lead the entire Student Affairs team, including residence life, wellness and recreation, health services, and camp life staff
- Develop and implement a strategic vision for student life that enhances the overall student experience and aligns with Interlochen's mission, goals, and values through the integration of the [Interlochen 5](#) into the residential life program to support these overarching learning outcomes.
- Lead and manage all student life functions, including residential life, student housing, student conduct, health services, student activities, recreation and wellness programs, health services, social and emotional learning, and conduct/behavior program
- Serve as a key member of the Interlochen leadership team, collaborating with academic and artistic departments to integrate student life with educational programs and foster a supportive learning environment
- Responsible for the development and consistent implementation of the student conduct program, including development and implementation of the Student Handbook and student code of conduct
- Work with students, faculty and staff, responsible for the development and implementation of student programming, including student orientation, Community Meetings, Advisory Programming, Student Representative Board, student clubs and other student programming

### **Residential Life and Student Conduct**

- Oversee the residential life program, ensuring it provides a safe, engaging, and supportive experience for both boarding and day students
- Develop policies and programs that promote positive behavior, respect, and accountability within the student community
- Manage student conduct processes with an emphasis on personal growth, addressing issues and conflicts in a constructive and educational manner
- Serve as primary point of contact for parents in relation to student life issues

### **Health, Wellness, and Counseling Services**

- Oversee health and wellness services and health education, to support the well-being of all students.
- Implement proactive wellness initiatives, resources, and programs that promote mental and physical health and resilience
- Collaborate with health professionals, counselors, and faculty to create an environment where students feel supported in their mental health and personal development

### **Student Engagement and Programming**

- Develop and oversee co-curricular programs that support students' artistic, social, and leadership skills, fostering a vibrant and inclusive community



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- Encourage student involvement in activities that build community, cultural awareness, and life skills beyond the classroom and studio
- Lead initiatives for student leadership development, supporting student councils, clubs, and peer mentoring programs.

### **Diversity, Equity, and Inclusion (DEI)**

- Champion DEI efforts across campus, and coordinate with the Director of DEI to develop programs and initiatives that promote an inclusive and welcoming environment for all students
- Ensure student life policies, practices, and programs are equitable and reflect the diverse backgrounds and experiences of Interlochen's student body

### **Staff Development and Supervision**

- Recruit, develop, and lead a team of student life professionals, fostering a culture of collaboration, accountability, and professional growth
- Provide training and support for staff in areas such as DEI, student behavior management, crisis intervention, and leadership development
- Lead professional development of Student Affairs faculty and staff

### **Crisis Management and Safety**

- Lead crisis management protocols related to student life, collaborating with campus security and health staff to ensure the safety and well-being of students
- Serve as a senior responder in emergency situations, coordinating with local agencies and ensuring consistent and effective crisis communication with students, families, and staff.
- Lead student supports at the broadest level, including supports for all students as well as students identified as most at risk through the CORE team; also lead student supports tailored for the needs of individual students, working with faculty and staff in Student Affairs and in other departments as appropriate



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## Assessment and Continuous Improvement

- Develop metrics and conduct regular assessments to evaluate the effectiveness of student life programs and services, making data-informed adjustments as needed
- Report regularly on student life initiatives, outcomes, and improvements to the Provost and other senior leadership
- Support strategic partnerships across all departments including Education, Admissions, Academic and College Counseling, School Counseling, Safety, Academic and Arts faculty, Health Services, Wellness and Recreation, Residence Life and more
- Seek the best use of materials, equipment and staff to maximize efficiency and effectiveness
- Comply with Interlochen's policies/procedures and acts as a good steward of Interlochen's finances
- Prioritize duties in a manner consistent with organizational objectives and growth

Perform other duties as assigned

## Skills and Abilities

### **Education:**

Master's degree in education, educational administration, educational leadership or related field

### **Experience:**

- Minimum seven years of experience in a student services position at a boarding high school
- Demonstrated ability to establish and maintain collaborative and effective working relationships with students, parents, faculty, staff, and administration
- Demonstrated leadership in campus operations and student services administration
- Leadership with confidential reporting of student issues involving conduct, behavior and personal matters
- Experience with legal, ethical and practical issues involving children and adolescents in a school setting
- Creative and entrepreneurial spirit
- Proven skills in conflict resolution
- Ability to communicate effectively in written and oral format, to students, parents, faculty, staff, professional colleague and others
- Proven track record in strategic planning, program development, and staff management.
- Strong knowledge of student development theories, residential life, and wellness programming.
- Commitment to diversity, equity, and inclusion with experience in DEI programming and initiatives.
- Exceptional interpersonal and communication skills, with the ability to connect and build trust with students, families, and colleagues.
- Experience managing crises and addressing student conduct issues with sensitivity and professionalism.



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## Personal Attributes

- Empathy and Sensitivity: A genuine commitment to student well-being, with an understanding of the unique challenges faced by young artists and performers
- Collaborative Leadership: Ability to inspire and lead a diverse team, working effectively with academic and artistic departments to support holistic student development
- Resilience and Adaptability: Capable of navigating and leading during times of change, maintaining calm and focus in high-pressure situations
- Passion for the Arts: An appreciation for the arts and an understanding of the impact of arts education on personal and artistic growth

## Equipment Familiarity:

- Knowledge of business software and hardware, MAC systems, google systems
- Knowledge of confidential student information systems

## Certifications, Licenses or Special Training:

- Must meet and maintain background screening requirements as detailed in policy 12.HR.01 Pre-Employment and Employee Background Checks
- Valid driver's license and driving record that meets the eligibility requirements of ICA's insurance carrier (for all positions requiring driving)

## Knowledge, Skills and Abilities:

- 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

## 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,



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- and to verbally communicate to exchange information.
- **Schedule:** On call administrator (rotation); non-traditional work week (frequent partial weekend and evening coverage)
  - **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 an accommodation or assistance are responsible for notifying the Organization of their request and engaging in interactive communication with ICA to determine available options.

#### Work Environment

Work is performed primarily in a standard office and classroom environment with extensive internal and external stakeholder contact.

#### 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](mailto:rbryan@carneysandoe.com)), and Sabrina Zurkuhlen ([Sabrina.zurkuhlen@carneysandoe.com](mailto:Sabrina.zurkuhlen@carneysandoe.com)). Please do not contact the school directly.



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