



Vice President, Student Affairs

LINDENWOOD UNIVERSITY

CBIZ Higher Education

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LINDENWOOD

UNIVERSITY

Lindenwood University seeks high energy, collaborative, team player candidates for their next Vice President, Student Affairs.

LINDENWOOD UNIVERSITY

Lindenwood University, founded in 1832, is situated in the heart of St. Charles, MO, on a historic 200+ acre campus and within a growing community of 67,000. While located in the city of St. Charles, Lindenwood is part of a broader community in St. Charles County, which has a growing population approaching 400,000 residents. St. Louis, just a few minutes east, features amenities such as Forest Park, several music venues, the Gateway Arch, professional sports, and much more.



“Lindenwood Female College” began as a finishing school for young women. Lindenwood became a two-year college in 1864, a four-year college in 1918, a coeducational institution in 1969, and a comprehensive university in 1997. Evening programs were added in 1972, graduate degrees were offered for the first time in 1975, and Lindenwood’s first doctoral program began in 2007. The university has been continuously accredited by the Higher Learning Commission since 1921.

Offering over 100 degree programs in diverse areas of study and traditional and accelerated formats, including online, Lindenwood operates a residential campus in St. Charles, MO, as well as a number of extension sites throughout Missouri. Lindenwood is known for innovation, entrepreneurship, and extraordinary dedication to its students.

Lindenwood University is a teaching university dedicated to providing real experiences, differentiating academic programs, promoting academic excellence, optimizing resources, and delivering a high-quality experience with the goal of a successful student experience leading to lifetime success. Faculty members are encouraged to engage in research projects that align with the university’s mission and provide students the opportunity to work alongside their professors.

MISSION STATEMENT

REAL EXPERIENCE. REAL SUCCESS.

Enhancing lives through quality education and professional preparatory experiences.

VISION STATEMENT

Lindenwood University, a nationally recognized institution of higher learning, delivers comprehensive student-centric learning and community engagement through innovative, relevant, and forward-thinking academic and experiential programs.

STATEMENT OF VALUES

We put our STUDENTS FIRST

We have an unwavering commitment to providing the highest quality education, service, and experience by connecting with our students at every interaction in their educational journey and beyond.

We thrive TOGETHER

As team members, we foster a community founded on collaboration, authenticity, support, and understanding.

We do what is RIGHT

We work hard and hold ourselves accountable for our decisions, actions, and words.

We have GRIT

We relentlessly pursue innovations, adaptability, and continuous learning, even in the presence of challenges.



UNIVERSITY LEADERSHIP

DR. JOHN R. PORTER *PRESIDENT*



John R. Porter is Lindenwood University's 23rd president, a role he assumed on July 1, 2019. Porter worked for 33 years for IBM, the last 15 in senior management, and has also served as a board member in higher education and as an adjunct instructor and visiting professor.

Immediately prior to starting his current role, he served as vice president of services for a premier IBM business partner, Gulf Business Machines in Dubai. He has served as a member of the Board of Trustees at Evangel University, from which he holds a bachelor's degree. He has an MBA from Washington University in St. Louis and a Doctor of Education degree from Johns Hopkins University.

During his professional career, Porter has worked in numerous locations in the United States, as well as in South Africa and Dubai. Porter and his wife, Beverly, have three adult children, all of whom live in the Kansas City area.



THE OPPORTUNITY

The Vice President for Student Affairs at Lindenwood University provides strategic leadership and administrative oversight for a broad portfolio of student-focused programs and services. Reporting directly to the President, this role supports key areas including student life, housing, wellness, and auxiliary services to enhance the overall student experience. The VP supervises a diverse team of directors and managers, ensuring alignment with the university's mission and student success goals. This position plays a critical role in fostering an inclusive, engaging, and supportive campus environment.

RESPONSIBILITIES

Job Responsibilities and Execution

- Leads the design and implementation of a student-centered campus culture that prioritizes safety, wellness, inclusion, and a strong sense of belonging.
- Oversees a comprehensive student life operational framework that integrates co-curricular learning and supports engagement across diverse student populations.
- Coordinates crisis response efforts for student-related emergencies, ensuring timely and effective resolution in partnership with campus stakeholders.
- Develops and executes a strategic housing occupancy plan aligned with institutional financial goals, enrollment trends, and student satisfaction metrics.
- Serves as the final decision-maker in student conduct appeal processes, upholding fairness, transparency, and University policies.
- Maintains accountability for student retention and persistence metrics.
- Uses data analytics to drive student success initiatives.
- Implements comprehensive assessment programs across student affairs.
- Manages student information systems and technology platforms.

Leadership and Strategic Thinking

- Defines and drives long- and short-term departmental goals using data-informed decision-making and aligning outcomes with institutional priorities.
- Demonstrates adaptive leadership by recalibrating strategies based on emerging data, stakeholder feedback, and changing student needs.
- Fosters cross-functional collaboration to advance high-impact initiatives, streamline operations, and improve student outcomes.
- Leads strategic planning processes across all student affairs functions, ensuring fiscal responsibility, compliance, and innovation.

- Establishes, communicates, and enforces a student code of conduct that reflects institutional values and supports student accountability and development.
- Collaborates with enrollment management on recruitment and yield strategies.
- Leads digital transformation initiatives in student services.

Employee Management and Development

- Cultivates a high-performing, mission-driven team by recruiting, training, and mentoring staff aligned with the University's Q2 service excellence culture.
- Promotes a values-based workplace by modeling professionalism, inclusivity, and accountability in all supervisory responsibilities.
- Sets clear expectations and provides continuous performance feedback to staff, including structured annual evaluations informed by evidence and observation.
- Empowers team members with the authority, autonomy, and resources necessary to excel in their roles and contribute meaningfully to student success.
- Ensures consistent professional development opportunities and fosters a culture of growth and continuous improvement across the department.

QUALIFICATIONS

- Master's degree
- Terminal degree preferred
- Minimum of 10 years' progressive leadership and supervision in higher education, educational leadership, and/or student services at an accredited institution
- Direct administrative and financial management experience
- Extensive knowledge of best practices related to providing effective, responsive, and fiscally sound campus-based auxiliary services to a university community
- Extensive experience with auxiliary budget management; experience with third-party vendor management preferred
- Well-versed in assessing market demand of varied constituencies and planning new services and/or modifying existing services to meet these needs
- Comprehensive student affairs operations experience

Knowledge Skills and Abilities

- Demonstrated ability to work effectively with individuals from diverse communities and cultures
- Knowledge of budgeting, assessment, diversity initiatives, and human resource practices
- Knowledge of Title IX, Title VII, Americans with Disabilities Act (ADA), Clery Act, Drug-Free Schools and Community Act (DFSCA), and Office of Civil Rights compliance

- Demonstrated experience in collaborating broadly to promote student success
- Demonstrated leadership abilities, including the ability to manage resources, delegate responsibilities, and apportion authority
- Strong understanding of retention and recruitment issues relative to their impact on instructional learning, student retention, and legal liability
- Excellent interpersonal and written and verbal communication skills
- Excellent customer service skills
- Highly organized and motivated, with the ability to take initiative
- Ability to work on multiple tasks simultaneously
- Strong professional integrity
- Ability to creatively solve problems, use good judgment, and think critically
- Highly developed analytical skills

COMPENSATION

Compensation will be competitive and commensurate with the experience level, credentials, and characteristics of the candidate. An outstanding benefits package will be included as part of a complete compensation package.

EEO STATEMENT

Lindenwood University is an Equal Opportunity employer. The University complies with appropriate federal, state, and local laws and provides equal employment opportunities and access to educational programs without regard to race, color, religion, gender, age, sexual orientation, gender identity, national origin, veteran status, disability, or any other protected status to all qualified applicants and employees. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational work environment.

THE COMMUNITY

The St. Charles area is a picturesque community known for its charming, historic atmosphere and strong sense of tradition. Nestled along the Missouri River, St. Charles boasts beautifully preserved 19th-century architecture, cobblestone streets, and a bustling Main Street filled with unique shops, restaurants, and cafes. The city is rich in history, being the original state capital of Missouri and the starting point of Lewis and Clark's famous expedition. Residents enjoy a close-knit, welcoming community with numerous festivals, including the popular Christmas Traditions festival, which brings the town to life each holiday season. St. Charles also offers excellent schools, well-maintained parks, and a variety of outdoor activities, making it an ideal place for families and individuals seeking a peaceful, yet vibrant, place to live.

Just a short drive away, St. Louis offers the excitement and amenities of a major metropolitan area. Known for its iconic Gateway Arch, St. Louis is a city with a rich cultural heritage and a thriving arts scene. The city is home to world-class museums, such as the St. Louis Art Museum and the Missouri History Museum, as well as the renowned St. Louis Zoo, which offers free admission. Sports enthusiasts can cheer on the St. Louis Cardinals or the St. Louis Blues, while food lovers can explore the city's diverse culinary scene, famous for its barbecue, toasted ravioli, and gooey butter cake. St. Louis also features beautiful parks, including the expansive Forest Park, which is larger than Central Park in New York City. With a low cost of living, excellent healthcare facilities, and a diverse range of neighborhoods, St. Louis is an attractive destination for those looking to experience the best of city living with Midwestern hospitality.



APPLICATION & NOMINATION PROCESS

CBIZ Higher Education, an executive search firm practice, is assisting Lindenwood University with its search for this important leadership position. All calls and inquiries should be made through the search firm. Nominations and applications will be held in strict confidence and candidates will remain confidential until the final stage of the search, at which time the express permission of finalists will be obtained before their candidacy is made public.

APPLICATION PROCESS

- **STEP 1:** Complete a brief online application (2-3 minutes):
 - Click [here to apply](#) or
 - Copy/paste the URL into browser: <https://www.surveymonkey.com/r/LU-AVP-SA>
- **STEP 2:** Send us your cover letter and résumé or curriculum vitae:
 - Send in **PDF format**
 - Send to ApplyHigherEd@cbiz.com
 - Email subject line should read: **Lindenwood University - VP, Student Affairs Application**

KEY DATES

- Application deadline is **October 21, 2025**
- Round 1 Semi-Finalist video Interviews are scheduled for **November 10, 2025**
- Round 2 Semi-Finalist video Interviews are scheduled for **November 17, 2025**
- On-Campus Interviews are tentatively scheduled for **December 1, 2025**
- The desired start date is **January 2026**

CONFIDENTIAL INQUIRIES

- **Pelema Ellis, Ph.D.**
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NOMINATIONS & APPLICATION QUESTIONS

- **Edith Ketay**
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