

Job Description

Position Title: Dean of Students

Job Group: Academic Affairs

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Dean of Students provides administrative oversight and leadership for Advising, Counseling, Student Engagement and Co-Curricular Activities, Title IX, Code of Conduct and Virtual Student Affairs Services.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Works with the Student Affairs staff, student groups, Faculty and other members of the College community to develop co-curricular programming ensuring integration with the academic life of the institution, supporting learning and development of students outside the classroom and encouraging student personal growth and development
2. Provides leadership in the development, implementation and evaluation of policies and regulations pertaining to advising, counseling, and student engagement
3. Works in tandem with the Vice President of Student Affairs for administrative oversight of Title IX and Code of Conduct, including internal College Code and disciplinary procedures.
4. Promotes and educates students on acceptable conduct and keep the campus community informed of student Code of Conduct; Board Policies and Administrative Procedures; develops and enhances educational programs, processes appeals, initiates warnings, suspension, and disciplinary actions. Collaborates with the College Behavioral Assessment Team to evaluate and assist students in crisis
5. Leads and supervises the planning, organizing, directing, staffing, coordinating, and oversight for programs and policies of the Student Affairs Division of the College including Title IX involving students, student grievances, and student activities and organizations
6. Plans, organizes, manages, monitors and evaluates the work of staff and offers coaching for continuous performance improvement and development. Establishes departmental standards and work plans, priorities, and assigns and reviews the work of staff to balance workload. Recognizes performance outcomes and takes action to address deficiencies
7. Establishes standards for staff, monitors, coaches, and evaluates the performance of directors and staff to departmental requirements and personal development targets
8. Plans, organizes, directs and controls Title IX, Student Code of Conduct, Advising, Counseling and Student Engagement functions by planning, goal setting, coordinating, and evaluating functions
9. Directs, coordinates, and participates in planning processes
10. Coordinates efforts with other areas of student services and instructional programs to suggest improvements

11. Prepares, submits, and monitors the annual budget for all departments under their responsibility. Researches, proposes, and monitors approved budgets
12. Tracks expenditures for services, supplies, and equipment in accordance with established policies, procedures, and protocols
13. Conducts, engages team members, and ensures timely submission and evaluation of unit plans and strategies for continuous improvement
14. Consults with Legal Counsel and participates in the development and enhancement of modules and features within the integrated data management systems. Ensures integrity of databases and accuracy of accounts by developing access protocols and overseeing and conducting continuous testing
15. Provides leadership and direction to student affairs staff in developing and sustaining student affairs programs/programming College-wide
16. Provides leadership and advocacy in complex and difficult student complaint situations.
17. Reviews and determines appeals for evaluations of a variety of items
18. Maintains up-to-date knowledge of the most recent legislation, State reporting requirements, Board Policies and Administrative Procedures
19. Develops goals and objectives for the programs and services, and works with others in setting goals. Participates in creating and implementing accountability systems to ensure program goals, objectives, policies and procedures are met
20. Collaborates in developing policies and programs for the College. Communicates policies, standards, and expectations to assigned faculty and staff, and holds employees accountable
21. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices
2. Knowledge and application of various instructional methodologies
3. Knowledge of internal and external customer service principles and practices
4. Skill in organization, coordination and management
5. Skill in effective communication (both written and oral)
6. Skill in positive, productive and flexible customer service
7. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: My position allows me the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required
 - Three (3) to Five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred.
 - One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard 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 (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours