

POSITION DESCRIPTION

TITLE: Assistant Dean of Students for Student Engagement - (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Assistant Dean of Students for Student Engagement provides the leadership and oversight for the areas of the Offices of Residence Life and Student Activities and is responsible for administrative oversight of Student Activities and Residential Life areas within Student Affairs and is responsible for other initiatives for the division as assigned. The Assistant Dean leads collaborative strategic planning efforts that result in student life initiatives that support the college vision, mission, and strategic goals. Must be able to work independently to handle confidential and sensitive issues with diplomacy. May supervise other clerical and student employees. This position reports directly to the Dean of Students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Responsible for following the Association for Student Conduct Administration best practices and ethical principles, the ACPA Statement of Ethical Principles and Standards, the American Psychological Association ethics code, and State and Federal laws.
- In conjunction with the New Student Experience team, provides a broad vision for the Orientation program for new students, families, and guests to the College.
- Provides guidance and oversight of key student development needs including New Student Experience, Orientation, Leadership Development, Living Learning Communities, extra and co-curricular programs.
- Provides guidance on integrating commuter students into campus life.
- Oversees the management of housing and enrollment related issues.

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- Promotes and manages diverse educational, cultural, and social programs to benefit students within the College and local community.
- Develops and periodically reviews emergency protocols; provides outreach to local community agencies.
- Develops and manages applicable budgets to ensure appropriate fiscal management.
- Keeps abreast of changes in federal and state law, policy, and best practices, making recommendations about how to refine or change processes to comply.
- Communicates student physical health and mental health needs to the Dean of Students.
- Participates in division-wide and campus-wide discussions and programming on topics related to student behavior (for example, alcohol and other drugs, civility, harassment, sexual assault, vandalism, the conduct process, the Clery Act, FERPA, social media, etc.).
- Leads the division of student affairs on initiatives as assigned by the Vice President for Student Affairs based on student, divisional, and/or institutional need. Examples may include assessment, professional development, serving student populations, etc.
- Serves as a Campus Security Authority.

MINIMUM QUALIFICATIONS:

- Education: Master's degree in student personnel, student affairs administration, counseling, or related human relations field required.
- Experience: Five to seven progressive years of relevant and progressively responsible administrative and leadership experience in student affairs/student development; excellent communication skills; and ability to work independently and as a member of a team.
- Experience with contracts, budgets, agents, large-scale programs, and conducting workshops is desirable.
- Experience supervising professional staff members.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.