

Job Classification Description

**ASSOCIATE DEAN FOR STUDENT AFFAIRS/LSC
Non-Bargaining Unit**

**Grade 15
Exempt**

BASIC FUNCTION

To oversee departments and programs within the department of Student Affairs including residential student activities health and counseling judicial intra curricular and athletic programs To carry out or participate in a wide range of student related activities special events and operations

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Oversee planning supervision and direction of operations in the following areas residential student activities health and counseling intra curricular and athletics and student discipline
- Develop and administer policies for personnel and students to ensure smooth operations and opportunities for students to participate in and enjoy a variety of residential life activities to enhance their educational programs
- Supervise and train staff assigned to the student services areas
- Develop budgets and review expenditures for assigned programs
- Oversee student residential facilities and health and safety programs and procedures for students including alcohol and drug education and policy development and enforcement
- Coordinate and oversee a comprehensive program of special events and activities in the residence halls including support for special housing options
- Supervise athletic and intra curricular staff ensure coordination and advertising of SHAPE facilities and athletic fields ensure availability of athletic schedule and sports results
- Oversee implementation of the judicial process and related record keeping and notification correspondence
- Collaborate with internal and external sources to provide educational programs for students to address issues such as citizenship diversity wellness sexuality and health
- Update material for Student Handbook and residential life materials and webpage oversee publication and distribution of Handbook and related materials for student affairs
- Encourage and maintain community relations in regard to student needs within the college local and broader community

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- Communicate with parents and families other college personnel and pertinent others on behalf of students in matters of student life crisis or tragedy when appropriate ensure parental notification of alcohol and other violations as directed by VSC policy and Federal regulations
- Prepare reports as needed on areas related to student life
- Participate in internal and external committees councils task forces and other groups related to student life programs
- Keep abreast of current developments in areas relat