

Job Classification Description

ASSISTANT DEAN OF STUDENTS - JSC
Non-Bargaining Unit

Grade 15
EXEMPT

BASIC FUNCTION

To oversee departments and programs within the department of Student Affairs. 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 and student discipline.
- Develop and administrate policies for personnel and students to ensure smooth operations

- 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 related to student services.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Dean of Student Services and Enrollment.

SUPERVISION EXERCISED

Administrative and functional supervision of several administrators, support staff, and student assistants within the Student Affairs division.

MINIMUM QUALIFICATIONS

Masters degree in an appropriate discipline, plus three to five years of relevant administrative and management experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Residential Life live-in experience aerie Sf fgs