



Job Classification Description

Assistant for Student Life/CSC
VSC UP PAT Bargaining Unit

Grade 11
Non-Exempt

BASIC FUNCTION

To manage, coordinate and carry out a variety of key administrative functions for the offices of the College's Dean of Students, Associate Dean of Students/Director of Residence Life, and the Director of Career Development; to oversee and coordinate functions and projects related to division of Student Life, and the Departments of Residence Life and Career Development.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Oversee and manage the operations related to the Student Life Office, including, but not limited to: maintain a wide range of records on students, staff, programs and activities; maintain calendar and schedule for Dean of Students; respond to a wide range of requests by students, parents, faculty, staff, administrators and external sources.
- Oversee and manage the operations related to the Office of the Associate Dean of Students/Director of Residence Life, including, but not limited to: maintain a wide range of records on students, staff, programs and activities; maintain calendar and schedule for the Associate Dean; coordinate functions in conjunction with contractual ARAMARK billing deadlines; carry out a variety of tasks related to student housing and dining, and other regular activities of the department; respond to a wide range of requests by students, parents, faculty, staff, administrators and external sources.
- Support the student discipline and appeals process, including: prepare materials, schedule meetings, consult with students, prepare written communications and maintain appropriate records. Work is held in a confidential manner throughout entire process and communication.
- Perform and oversee functions related to the Office of the Director of Career Development, including, but not limited to: maintain a wide range of records on students, staff, programs and activities; maintain calendar and schedule for the Director; support and assist in the production of two major career fairs per year.
- Manage and oversee the departmental budget for all programs in above areas. Monitor expenditures and process budget documents with the Dean for all Student Life budgets.
- Assist the Dean with correspondence and reports by researching: developing drafts and editing materials before dissemination.
- Coordinate, initiate, prepare, process and/or monitor a variety of forms, records, schedules, reports, and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents by department/College personnel, students, parents, and/or individuals outside of the College.

- Organize and coordinate various department activities and events, including arranging for all necessary facilities, staffing, scheduling, advertising, promotion and the like.
- Participate in key departmental planning activities related to assigned functions with focus on: compiling background information and data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms, related instructional and promotional materials; coordinate the implementation of new program plans and operating policies/procedures/schedules, and the like.
- Develop and arrange plans for the employee search processes related to department.
- Serve as liaison with students, faculty, staff, parents, Trustees, alumni, vendors and/or other key internal and/or external department constituency. Present information on department programs, explain, interpret and enforce standard policies and procedures. Process special requests, discuss, investigate and resolve problems, referring to supervisor and advising him on appropriate action to be taken as necessary.
- Manage the office of Student Life, to assure coverage of office, supply ordering and appropriate equipment ordering and repair.
- Train and supervise the daily activities of several work-study students.
- Perform related duties as assigned.

SUPERVISION RECEIVED

Minimal supervision received from the Dean of Students and Association Dean of Students/ Director of Residence Life.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate discipline plus four to six years of relevant administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong planning, administrative, communication, writing and computer skills.
- Previous experience in organizing and maintaining moderately complex information systems and activities and the ability to oversee a complex variety of functions.
- Previous experience in organizing and maintaining moderately complex filing and record keeping systems, including strong experience with computerized information systems, especially spreadsheets.
- Strong understanding of higher education student life functions, organizational structure and administrative operations.
- Ability to multi-task and work effectively under deadlines and with multiple interruptions. Ability to manage multiple tasks and receive direction from several people.
- Ability to deal effectively with a wide variety of individuals inside and outside the College.
- Ability to handle information and materials confidentially.

This general outline illustrates the type of work which characterizes the job

classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.