



Job Classification Description

**ASSISTANT TO THE DEAN OF STUDENTS
VSC UP PAT BARGAINING UNIT**

**GRADE 10
EXEMPT**

BASIC FUNCTION

To coordinate and carry out a variety of key administrative functions for the Office of Student Services. To act as office manager in the Dean of Students/Residence Life Office.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Initiate, coordinate, and process a variety of administrative support functions within the Student Services Division; identify new processes.
- Participate in key divisional planning activities; compile research, draft outlines, agendas and minutes; assist in report preparation.
- Assist in divisional budget and fiscal planning; monitor expenditures and process budget and accounts payable paperwork; prepare related reports as required.
- Serve as the liaison between the Dean of Students/Residence Life Department and the internal and external college communities; present information on divisional programs, explain and interpret standard policies and procedures.
- Manage the day-to-day operations and scheduling of the Dean of Students/Residence Life Office as needed.
- Participate in on-going training and professional development opportunities.
- Perform other technical or specialized duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Dean of Students.

SUPERVISION EXERCISED

General supervision of student support staff.

MINIMUM QUALIFICATIONS

Bachelor's degree plus three years of relevant administrative work or a combination of education and experience from which comparable knowledge and skill are acquired.

- Strong planning, administrative, communication and organizational skills
- Ability to do independent research; good writing and math skills
- Strong base of computer knowledge and experience including but not limited to Microsoft Office and network systems.
- Good general understanding of higher education and organizational structure

- Strong interpersonal skills and ability to effectively work and communicate with a wide variety of individuals inside and outside of the College community.
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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.