



Job Classification Description

ASSOCIATE DEAN OF RETENTION/VTC VSC UP SUP BARGAINING UNIT

**Grade 17
EXEMPT**

BASIC FUNCTION

To develop, coordinate and administer all Residence Life, Student Support Services, student activities, health services and student affairs programs and personnel at the College toward the goal of non-academic retention-related activities in compliance with the VSC Board of Trustees' policies and procedures.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Confer with the Dean of the College and other key administrators to develop and implement goals and objectives that enable and encourage students to engage in a diverse array of educational, cultural, recreational and social activities.
- Oversee planning, supervision and direction of operations of programs and personnel assigned to the following areas: student counseling, health services, student activities, TRIO, residential life, athletics, intramural sports and recreation including SHAPE facility, and student affairs.
- Represent the college on committees, councils, task forces and other groups directed by the College, Office of the Chancellor and/or the Board of Trustees.
- Provide consultation to students, student organizations, faculty and staff.
- Develop budgets and review expenditures for assigned programs.
- Supervise and train key administrators in assigned program areas.
- Keep abreast of current developments in areas related to student support services, student activities student affairs and residence life, including judicial procedures in higher education.
- Provide and oversee systems to support the assigned programs technically while fostering a supportive and responsive environment to meet the needs of the students.
- Oversee and prepare reports, grants and data in the assigned program areas.
- Plan, develop and supervise special events as related to the goals and objectives of the retention division.

- Develop and coordinate summer programs.

Associate Dean of Retention

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SUPERVISION RECEIVED

General supervision is received from the Dean of the College.

SUPERVISION EXERCISED

Administrative and functional supervision of ten to fourteen administrators and staff within the retention area.

MINIMUM QUALIFICATIONS

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

- Knowledge of higher education administration principles, practices and procedures.
- Strong knowledge of student support services, student counseling, student affairs, residence life and athletics in a higher education environment.
- Knowledge of communication and counseling techniques and methods.
- Ability to exercise judgment and discretion in applying and interpreting college policies and procedures.
- Ability to write clearly and express ideas logically.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.

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.