



VERMONT STATE COLLEGES

Job Classification Description

ASSOCIATE DEAN OF STUDENTS/CSC NON-BARGAINING UNIT

**GRADE 16
EXEMPT**

BASIC FUNCTION

Assist the Dean of Students in overseeing departments and programs within the department of Student Life. Carry out or participate in a wide range of student-related activities, special events and operations.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- In consultation with the Dean of Students, manage the daily operations of the student life division of the college and act as the Dean of Students when he/she is not available.
- Oversee planning, supervision and direction of operations of Residence Life, and student discipline.
- Supervise the Director of Conferences and Events.
- Oversee the food service contract and act as a liaison to the director of the food service contract on campus, and its regional administration.
- Develop and administer policies for personnel and students to ensure smooth operations of Residence Life.
- Develop the Residence Life program to enhance co-curricular opportunities for student residents.
- Hire, supervise, and train residence life professional staff.
- Develop budgets and review expenditures for assigned programs.
- Oversee residential facilities, health and safety procedures, and policy development and enforcement for resident students.
- 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.
- Collaborate with administrative and facilities personnel to maintain, renovate, and construct student life facilities.
- Encourage and maintain community relations in regard to student needs within the college, local and broader community.
- Act as a member of the Crisis Response Management Team.
- 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.

- Prepare reports as needed on areas related to student life, and collaborate with student life directors to develop student learning outcomes assessment strategies.
- Participate in internal and external committees, councils, task forces and other groups related to student life programs.
- Keep abreast of current developments in student affairs.
- Perform other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Dean of Students.

SUPERVISION EXERCISED

Administrative and functional supervision of several administrators, including, but not limited to Director of Conferences and Events, Residence Hall Area Coordinators, support staff, and student assistants within the Student Life division.

MINIMUM QUALIFICATIONS

Masters degree in an appropriate discipline, plus five to seven 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 and judicial process experience highly desirable.
- Experience within higher education student services or administration.
- Excellent oral and written communication and interpersonal skills.
- 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 and groups inside and outside of 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.