



## 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 and opportunities for students to participate in and enjoy a variety of residential life activities to enhance their educational programs.
- Supervise and train staff assigned to the student services areas.
- Develop budgets and review expenditures for assigned programs.
- Oversee student residential facilities and health and safety programs and procedures for students including alcohol and drug education and policy development and enforcement.
- Coordinate and oversee a comprehensive program of special events and activities in the residence halls including support for special housing options.
- 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.
- Update material for Student Handbook and residential life materials and web page; oversee publication and distribution of Handbook and related materials for student affairs.
- Encourage and maintain community relations in regard to student needs within the college, local and broader community.

- 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 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/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.**