



## Job Classification Description

### **DEAN OF STUDENTS Non-Bargaining Unit**

**Grade 18  
Exempt**

#### **BASIC FUNCTION**

To plan, operate, direct and supervise all student affairs support programs and personnel at the college in compliance with the VSC Board of Trustees' policies and procedures.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Develop, direct and coordinate administrative policies and personnel related to functions of the student affairs programs.
- Develop and implement goals and objectives that enable and encourage students to engage in a diverse array of educational, cultural, recreational and social activities.
- Provide support for academic programs and for students as academic learners.
- Work with college and systemwide councils to develop policies and procedures in student affairs; advise and counsel student government leaders in the development of student policies and programs.
- Oversee planning, supervision and direction of operations in assigned following areas: student counseling and testing, health services, security, athletics, intramural sports and recreation, Campus Center, housing, career development, registration and the like.
- Supervise and train staff assigned to the student services areas.
- Develop budgets and review expenditures for assigned programs.
- Develop programs to address health and safety issues for students.
- Act as the college representative to students' families and for public relations in student-related matters in times of crisis.
- Plan, develop and supervise special events related to student affairs.
- Provide consultation to students, student organizations, faculty and non-student affairs coordinators; advise the Student Senate.
- Oversee and maintain community relations in regard to student activities and needs.
- Prepare reports as needed on areas related to student affairs.
- Assist in the planning and support for students with unique needs, including special needs, non-traditional learners, disadvantaged students and veterans.
- Represent the college on committees, councils, task forces and other groups directed by the Office of the Chancellor and/or the Board of Trustees.
- Work with college and system councils to develop college and systemwide policies and procedures in student affairs.

- Keep abreast of current developments in areas related to student affairs.
- Perform other related duties as assigned by the President.

### **SUPERVISION RECEIVED**

General supervision is received from the President.

### **SUPERVISION EXERCISED**

Administrative and functional supervision of support staff within the student affairs departments and programs

### **MINIMUM QUALIFICATIONS**

Masters degree in an appropriate discipline with a Ph.D preferred, 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.
- 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.**