

# Position Description

**Position Title:** Dean of Students

**Classification:** Unclassified

**Function of Work:** Responsible for providing leadership for comprehensive student development and student life programs. Serves as advocate for students and handles student complaints. Functions as the director of student conduct and development and serves as the auxiliary services liaison. Acts as the Title IX Coordinator for all students. Responsible for policy development and ensures compliance with all appropriate agencies. Supervises planning and management of all Student Affairs programs as well as budget management and assessment of programs and employees. Responsible for threat assessment of students and assists with faculty staff threat assessment. Manages and supervises, Student Union Life, Student Activities, Greek Life, New Student Programs, Leadership Programs, Health Services, Counseling Services, Job Location and Development, Career Services, and ADA. Works closely with all areas within the University to promote positive action leading to student learning, satisfaction and retention.

**Supervision Received:** Vice President of The Student Experience

**Supervision Exercised:** Director of Counseling and Career Services, Director of Health Services, Director of New Student Programs and Leadership, Director of ADA and Tutoring, Director of Student Union Life and Student Activities, Director of Testing, Director of Student Support Services, Administrative Assistant, and Graduate Assistants.

**Qualifications:** Master's Degree in Counseling, Psychology, or related field; Experience in Higher Education and Administration/Student Affairs.

## Responsibilities

- Establish goals for unit and approves goals for supervisees
- Oversee leadership and overall development and coordination of all Student Affairs Programs
- Supervise budgets, helps establish spending priorities for each department, and oversees purchasing for the division
- Supervise hiring and evaluation of Student Affairs employees
- Oversee employee training and compliance with personal procedures
- Ensure team work among personnel
- Serve as the Northwestern State University Title IX Coordinator for NSU students
- Ensure compliance with all federal and state policy and oversees student and employee training to meet regulations

- Oversee Threat Assessment for students and assists with employee assessment. Selects committee and trains committee, selects chair, engages stakeholders, reviews reports and follows through on suggested action
- Work closely with University Police to establish and maintain campus safety
- Organize and maintains the Dean of Students Office and the Office of Student Conduct
- Manage all aspects of the Student Conduct Office including Academic Integrity
- Review disciplinary reports, determines procedures, develops correspondence, conducts conferences, determines sanctions, follows up on sanctions, maintains records, and reports as requested
- Train Disciplinary Appeals Committee and other student conduct appeals agents
- Chair the Student Affairs Council and makes recommendations for updates to the Student Handbook
- Develop the Student Handbook and updates policy as needed to remain compliant with federal and state regulations
- Ensure Student Affairs maintains an appropriate and growing online presence
- Oversee overall committee structure and appointments in Student Affairs
- Hear student's grievances and complaints and acts as student advocate (advises, attends meetings, etc.) to students to ensure proper resolution
- Hears complaints and grievances from parents, alumni, and community stakeholder
- Work closely with the Vice President of Academic and Student Affairs and the Asst. VP of Academic and Student Affairs in all matters related to student life
- Function as the liaison to Auxiliary Services and works closely with housing, food service and bookstore staff to provide appropriate resources to NSU students
- Work closely with faculty and staff to ensure policies and procedures meet student needs and to resolve issues reported by students
- Help establish NSU and community outreach programs based on Student Affairs goals and objectives
- Maintain visibility on campus and at campus events by regular attendance and participation in events
- Participate in recruiting events on and off campus
- Act as an instructor as requested
- Serve on University committees
- Serve as advisor to Blue Key and Purple Jackets, honorary student organizations at NSU
- Provide quarterly and other requested reports to the VP for Academic and Student Affairs
- Other duties as requested.