



**Dean of Students  
Job Description  
(Exempt)**

**I. SUMMARY**

The Dean of Student Affairs for the College has oversight for the strategic growth of the college's enrollment, as well as a broad set of services, policies and procedures to meet the needs of a diverse student body and create an inclusive environment that promotes student achievement.

**II. EDUCATION AND EXPERIENCE**

**Education:**

Bachelor's degree from an accredited college/university in business administration; or a combination of education and management experience.

**Experience:**

Minimum of (two) 2 years supervisory/management experience preferred.

**III. WORKING CONDITIONS**

**Environmental/Working Conditions:**

- Performs duties in an office environment during normal hours of operation.
- Some after-hours work and travel may be required.
- Other hours may be scheduled at Senior Management's discretion.

**Physical and Mental Effort:**

- Prolonged sitting required, with ability to operate office equipment, which may include standing, bending, and lifting.
- Requires ability to work under stressful conditions to meet deadlines and make quick, accurate decisions.
- Ability to maintain flexibility in doing required tasks, as well as handle stressful situations in a calm and courteous manner at all times.

**Transportation:**

Must have reliable transportation; valid driver's license and current auto liability insurance.

## IV. QUALIFICATIONS

### Ability to:

- Provide assistance to CEO, CFO, Controller and other staff members in a helpful, courteous and timely manner.
- Maintain confidentiality of information obtained during the course of employment.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of employment.
- Work independently with minimal supervision.
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities.
- Effectively communicates clearly and concisely, both orally and in writing.
- Demonstrate strong teamwork & interpersonal skills, determination, professionalism, and confidence.
- Demonstrate leadership attributes, such as the ability to organize and coordinate work efficiently, set priorities, and motivate others.
- Demonstrate proficiency of and utilize computers, modern software and office equipment.
- Demonstrate competency to deal effectively with job demands.
- Demonstrate good organizational and time management skills.
- Effectively handle stressful situations in a calm and courteous manner at all times.
- Demonstrate proficient competency in Accounts Payable

## V. ESSENTIAL FUNCTION STATEMENT

*Essential responsibilities and duties may include, but are not limited to the following:*

### Essential Job Duties:

- The Dean of Student Affairs reports directly to the President and supports the mission and goals of the College and contributes to the overall success of institution-wide planning with a strong emphasis on student enrollment, student learning, achievement, and satisfaction.
- The Dean of Student Affairs is responsible for the following areas: Career and Professional Development, Campus Counseling Center, Office of Community Standards, Housing and Residence Life, Student Activities and Leadership, Campus Information Visitor Center, Student Health Insurance, the Office of Admissions, the Office of Financial Aid and Transfer and Transition Services.
- Provides leadership for Enrollment Management and Student Affairs and ensures the establishment and delivery of high quality and responsive student programs that dynamically engage students.
- In consultation with executive management creates the vision and direction for Enrollment Management and Student Affairs and establishes and implements organizational goals, objectives, policies and procedures.
- Monitors and evaluates operational effectiveness and effects change for continuous improvement of student programs, student enrollment and all related areas.
- Works strategically to significantly increase student enrollment by driving a well-defined new student recruitment campaign.
- Develops and manages the Enrollment Management and Student Affairs' budgets and resources and acts responsively with well documented accountability for these matters.
- Serves as the President's liaison to the student leadership organizations and the student body and as required acts for the President in the daily management of operations and communications with the student body.

- Works strategically with the Provost and other Campus leaders to successfully advance student opportunities that exist internally and within the community at-large.
- Possesses a broad base of office skills coupled with personal flexibility to adapt to changes in organizational structure and be willing to move among departments when necessary.
- Effectively communicate with others verbally in person and via telephone, as well as in writing.
- May be called upon to resolve interpersonal conflicts among the staff.
- Oversees the requisition process for the College.
- Performs other duties as assigned by Senior Management.

## **VI. KEY COMPETENCIES**

- **Job Knowledge**
- **Problem Solving/Decision Making Skills**
- **Organization, Planning and Control Skills**
- **Flexibility/Adaptability**
- **Leadership Skills**
- **Interpersonal Skills/Teamwork**
- **Communications Skills (Oral and Written)**
- **Resource Management**

## **VII. STATEMENT OF UNDERSTANDING & CONFIDENTIALITY**

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

I also understand and acknowledge that as an employee, I am expected to maintain confidentiality of any information I may receive during the course of my employment. I agree to not divulge any information to an unauthorized person and said information shall remain confidential at all times during and after my employment.

I understand any breach of confidentiality could result in immediate termination of employment.