Associate Dean of Students

Job Code 50009288

General Description
Manage and oversee student retention initiatives and staff that are responsible for student organizational judicial matters.

Examples of Duties
Supervise the Assistant Dean of Students -Coordinator of Student Justice and the Coordinator of Mentoring.
Prepare and manage the Student Justice Budget and annually prepare, present and manage budgets to the Student Service Fee Committees for the Mentoring Program, Associated Student Government, and Bobcat Fanatics.
Coordinate Student Ombudsman Services and staff assignments.
Coordinate student employee grievances.
Approve or deny requests for campus functions where alcohol will be present.
Approve or deny requests for persons and organizations, not affiliated with the university, requesting access to the campus for various issues.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures and Board of Regents rules; student handbook; faculty and staff rules and regulations; university catalog

Skill in: Preparing clear, concise, and grammatically correct reports, letters, and other materials; establishing rapport with a variety of employees at different levels at university; coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; explain policy and procedures.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements