Coordinator, Dean of Students

Job Code 50032720

General Description
This position will provide ongoing, direct support for the Associate Vice President for Student Affairs and Dean of Students. Responsibilities include carrying out the mission of the Dean of Students Office (DOS), coordinating the assessment of seven areas for DOS, working on special projects for the Dean, planning and implementing activities and other duties as assigned.

Examples of Duties
Create and implement the assessment of seven areas within the Dean of Student’s Office. Develop strategic plan based on assessment results and generate the annual report for the DOS. Create and develop marketing plan for the office. Create and update departmental publications. Plan and coordinate staff development activities for staff and student workers. Assist with the coordination of technology needs in the office. Oversee record retention for the office. Serve as the City of San Marcos Community Liaison. Other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: current trends, structure, and law relating to higher education; University and division policies and procedures.

Skill in: problem solving; managing multiple projects as once; professional interaction with members of the university and public; effectively directing the work of others to motivate output; working as a member of a team; and building rapport with students and colleagues.

Ability to: work competently with technology including computer skills software and social media; communicate effectively in person and on the telephone with students, staff, faculty, and guests.

Experience and Education
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