Associate Vice President, Dean of Students

Job Code 50009553

General Description
Responsible for providing administrative support and supervision for Academic Affairs. (LBJ Student Center, Campus Recreation Center, Resident Life Office, Student Justice Office, Ombudsman for Students Office, Mentoring Program Office and the Office for the Attorney for Students.) Directs and conducts fund-raising opportunities for all students and oversees the student service fee allocation process.

Examples of Duties
Assess all programs, services, and planned activities.
Coordinate activities and budget for program development teams.
Set board rates, renovation schedules and food service contract rates.
Prepare quality reports for the VPSA.
Assist in developing long-range planning documents.
Update significant policy initiatives by analyzing university policy statements.
Preside over the allocation each year of student service fees.
Direct and conduct fund-raising.
Maintain budgets and ensure that accounts are not overspent.
Provide council for parents.
Evaluate members reporting to the dean.
Coordinate graduate assistant recruitment and placement.
Hire new staff and approve existing staff departmental leave requests.
May supervise staff.
Attend divisional staff development programs, regional/state conferences and workshops.
Attend weekly SAC meetings.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: UPPS’s and Regents’ Rules and regulations, higher education theory and student development theory and basic math.

Skill in: Generating clear concise reports, plans, strategies and evaluations; resolving complaints and misunderstandings.

Ability to: Understand policies and procedures manual, Regents’ Rules and regulations; create and understand financial reports, income projections, and spreadsheets; give oral presentations as needed.

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