Assistant Dean of Students

Job Code 00001356

General Description
Manage and oversee the daily processing of confidential student and student organization judicial matters.

Examples of Duties
Manage daily processing of student referrals for student and student organization judicial matters. Provide administrative support for Student Judicial Hearing Board and Interfraternity Council Judicial Board. Compile student justice statistical information. Review and recommend changes to university guidelines, policies, procedures and the student code of conduct. Serve as primary liaison between the campus and local community regarding student judicial matters. Supervise the university mentoring program. Manage budget for student justice, mentoring program and student foundation to ensure that all funds are appropriately and efficiently used. Prepare reports for the Dean of Students. Monitor progress on departmental strategic initiatives. Advise and refer students to appropriate departments and offices. Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures and Board of Regents rules; higher education issues; the official student handbook; academic due process rights; Student Affairs related departments; student development related information.

Skill in: Preparing reports and other materials; interacting courteously with others; prioritizing workload; giving presentations; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; explain policies and procedures; negotiate with others.

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

Reviewed on 5/17