Special Asst to the Dean of Students

Job Code 50028169

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), working on special projects for the Dean, co-advising DOS chartered student organizations, assisting with DOS sponsored programs and other duties assigned.

Examples of Duties
Provide individual and group counseling to students for mental health, personal, academic/career, and crisis intervention issues for a single session or on a continuing case basis. Consult with faculty/staff, parents and students regarding students with adjustment and psychological problems. Present mental health education workshops to students, faculty, staff, and trainees as assigned. Perform general administrative duties (e.g., reading and responding to paper and electronic mail, writing letters/reports, talking on the phone, writing case notes.) Serve on committees/teams and complete duties/projects/tasks as assigned by the CC Director and VPSA. Actively participate in staff meetings, Clinical Review, meetings with psychiatrists, continuing education, group supervision, committee meetings, and other meetings and events as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Intermediate math; higher education, college student development theories; current trends, structure and law; Texas State University system regent rules, university and division policies and procedures; Microsoft Office

Skill in: Interacting with customers courteously; effectively direct work of others and motivate output; presenting material to staff and customers; prioritizing workload and readjust as needed; training others; word, spreadsheets, presentation software;

Ability to: Read and understand written instructions, policies, procedures, and analyze simple assessment data; prepare clear, concise grammatically correct reports, documents, and correspondence; establish rapport with students and colleagues; identify means of improving processes by revision;

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.