

Sul Ross State University

Position Description

Official Title: Dean of Student Life
Salary Group: Unclassified

Job Code: 1600

Summary

Function: Administrative responsibility for all areas of Student Life.

Scope: Includes Sul Ross State University.

Duties

Essential: Responsible for the operation of the Student Life Division which includes the Student Health Center, Campus Activities, Residential Living, Career Life Center, Recreational Sports Center, student government, student discipline, student leadership programming; responsible for maintaining an effective campus judicial system and code of student conduct; train relevant groups and evaluate and update the University's student discipline process, including policies, procedures and programs; direct the division in the development of goals, student needs assessments, program evaluation and institutional effectiveness; initiate and supervise publication of the Student Handbook and the handbook supplement, the Rules and Regulations; serve as primary advisor to the Leadership Retreat planning committee and administrative advisor to the Student Government Association; chair ad hoc committees selecting Freshman Leadership Program/San Antonio Livestock Exposition scholarships recipients and Who's Who Among American Colleges and Universities nominees; serve as chair of the Student Service Fee Advisory Committee; serve as a member of the Academic Committee and Student Affairs Committee; provide support, teach, and supervision for the Freshman Leadership Program classes; insure the provision of student services for distance learning students and commuter students; investigate complaints when students allege they have been sexually harassed or discriminated against in a manner prohibited by state law; administer budgets composed of both state and local funds for all administrative units in the student life division. Department heads are responsible for content and maintenance of their department web pages.

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Make available optional student insurance plans to students and their parents; serve as the University's Title IX Coordinator (for students only); oversee the weekly "Explained Absence List" which is sent to faculty.

Supervision

Received: Provost and Vice President for Academic and Student Affairs.

Given: Supervise the Student Life secretary, the Director of Residential Living, the Coordinator of Campus Activities, Career Services and Testing Coordinator, the Recreational Programs Director, the Health Services Coordinator and student workers in the Student Life offices.

Education

Required: Master's degree in Student Personnel Administration or related area.

Preferred: Doctorate degree in Education, Counseling or related area.

Experience

Required: Five years experience in the administration of student service programs at the level of Assistant Dean or higher. Must have experience in student discipline and professional staff supervision.

Preferred: Administrative experience at the level of Director in one or more of the areas of responsibility which fall under the supervision of the Dean of Student Life.

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: Eight hour work day, forty hours per week with some early or late hours weekly depending on workload. Attendance at various University, community and public school activities. Exempt from overtime provisions. Position is Security Sensitive.

Special: Weekend meeting with prospective students and parents during recruitment weekends, regular attendance at University activities at night and on weekends.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: November, 2006