

JOB INFORMATION

Effective Date	6/1/2023
Job Code:	3576
Job Title:	Associate Dean of Students
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Affairs
Job Family:	Student Affairs
Job Summary	The Associate Dean of Students and Director of Student Housing is responsible for the oversight of both Student Conduct and Student Housing departments. This includes supervision of a Coordinator for Student Conduct, the Residential Life Coordinator, as well as other professional staff, indirect student supervision, billing and occupancy management, oversight of a comprehensive student housing department, student conduct governance, serving as a Title IX Adjudicator, assisting with CARE team, assisting with student concerns/behavior, as well as programming and training needs.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Degree in Higher Education, Student Housing and Residential Life, Student Conduct.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum five years of experience in Higher Education, Student Housing and Residential Life, Student Conduct including some supervisory experience.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of Higher Education and Student Affairs principles, policies, and processes.	Skilled
• Knowledge of student conduct as well as students' rights and responsibilities.	Skilled
• Knowledge of student housing occupancy management and student development theory.	Skilled
• Skills in utilizing student conduct software, specifically Maxient.	Proficient
• Skills in managing housing software, specifically RMS Mercury and/or StarRez.	Proficient
• Skills in Microsoft Office, specifically Word, Excel, and Outlook.	Skilled
• Ability to maintain integrity and confidentiality of student and housing records.	Proficient
• Ability to display crisis management and critical thinking skills.	Proficient
• Ability to serve on-call after hours, including some weekends.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Serve as the Chief Conduct Officer through the management and interpretation of student conduct, rights and responsibilities.	25%
• Oversee student housing and residential Life operations, including staffing, budget, occupancy, billing, crisis management, and assessment.	25%
• Hire, train, supervise, and evaluate the Residential Life Coordinator, the Coordinator for Student Conduct, and other professional staff.	15%
• Manage student conduct and housing policies, processes, procedures, and software.	15%
• Train, coordinate, and facilitate both the student conduct hearing board and the student housing advisory committee.	5%
• Assist with the Crisis Awareness Response Emergency (CARE) team, departmental programming, and campus-wide training efforts for both supervision areas.	5%
• Assist with portfolio and divisional initiatives, committees, and campus-wide committees.	5%
• Performs other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description