

# University of Houston – Clear Lake

## Position Description

Job Title: **Dean of Students**

Job Code: **3577**

Pay Grade: **080**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Doctorate in Student Personnel, Higher Education	
Experience	Seven or more years in Higher Education with at least two years at Director level. Experience required supervising staff, advocating for students, collaborating with faculty, and managing student conduct issues.	Experience with customer service and process improvement, expertise in delivering on line student services , admissions, financial aid records and recruitment is preferred
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**The Dean of Students reports directly to the Associate Vice president for Student Services (AVP) and is responsible for student advocacy, conduct and retention. Oversees a general information service in two buildings. Supervises staff of the Dean of Students Office and Student Assistance Center (a one-stop service center for Office of Admissions, Records, Financial Aid and Cashier's Office.) Responsible for electronic student services, services to distance education learners and other technology initiatives. Coordinates training of student services student employees. Has primary responsibility for resolving student complaints and problems. Implements the student code of conduct and annually updates and publishes the Student Life Policies. Assists the AVP by representing students at university meetings, convening committees/task forces to address student issues, serving as a student advocate and completing special projects as needed.**

### Duties and responsibilities

### % Time

Directs the Student Assistance Center (one-stop shop) consisting of services provided in both the physical space and on the web of Office of Admissions, Records, Financial Aid and Cashier's Office. Responsible for development and implementation of the plan, selection, supervision and training of staff and on-going assessment of services. Responsible for smooth transition of registration, financial assistance, and payment of tuition and fees between semesters for on-campus and distance ed students.	25
Responsible for student conduct and publication of Student Life Policies. Also assists the AVP by representing students at university meetings, resolving student complaints and conflicts, convening committees/task forces to address student concerns, completing special projects and training student employees.	25
Provides direction, development & supervision for the Dean of Students Office by serving as an information resource for prospective & current students, performing administrative duties, overseeing daily functions, assessing office effectiveness and supervising support and student staff.	15
Coordinates communication within, and external to, the division of Students Services to promote	15

the goals and programs of the division. This includes the development of both print (e.g. brochures, newsletter articles, etc.) and electronic (e.g. web page development, powerpoint presentations, etc.) media.	
Coordinates retention efforts of University by gathering, analyzing and disseminating data regarding students; developing information resources for students via publications, the web and other sources; and working with departments throughout the University to develop retention strategies. Develops and initiates retention strategies, especially for new students.	10
Coordinates division and university wide programming using an agreed upon programming model. Collaborates with other offices to assist in presenting programs such as Alcohol Awareness Week, Women's Week, Black History Month, Hispanic Heritage Month, etc.	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***