

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Dean, Student Life**

Job Code: **2294**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Masters degree in CSP, Higher Ed, or related.	
Experience	Minimum four years of increasing responsibility in a higher ed setting.	Experience as Student Services Director.
License/Certification		

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

POSITION SUMMARY

Work with the campus community to provide a comprehensive, student-oriented student life program including activities, services and co-curricular learning. Responsibilities include student organizations, student leadership, new student orientation, cultural arts, the Fitness Zone, residential life, student transportation and university-wide programming. Supervises two Assistant Directors of Student Life, the Coordinator of Student Leadership, Theatre Supervisor, Fitness Zone Supervisor, Staff Assistant, Secretary, and numerous graduate students and student employees. Is responsible for the day-to-day functions of the Student Life Office and student organizations. In addition, the Assistant Dean assists the Associate Vice President for Student Services and Dean of Students in implementing the Student Life Policies and working with the Student Life Council. Represents the Division of Student Services on numerous committees and task forces to enhance the quality of student life and the total student learning experience.

Duties and responsibilities	% Time
Provides vision and leadership for the office by performing administrative duties such as planning, budgeting and assessment.	40
Provides staff development, staff training and supervision of professional staff and student employees.	20
Facilitates the development of special projects and programs to meet student's educational and social needs and coordinates co-curricular learning opportunities.	15
Participates in policy development and recommendation through membership on various university committees. Performs special projects as assigned by the Associate Vice President for Student Services or the Dean of Students.	15
Oversees the design, production, and implementation of the web site and various publications.	10

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