

University of Houston – Clear Lake

Position Description

Job Title: **Associate Dean of Students**

Job Code: **3576**

Pay Grade: **070**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Student Personnel, Higher Education Administration or related.	
Experience	Four or more years experience in Student Services in university setting with two or more years of conduct/judicial affairs experience.	
License/Certification		

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

POSITION SUMMARY

The Associate Dean of Students reports directly to the Dean of Students (DOS) and assists the DOS in coordinating the day to day operations of the ODOS including providing support services to students, parents, and faculty in resolving student complaints. Work includes administration of students' rights and responsibilities and student conduct; collaboration with administrative departments and faculty to promote civility and good citizenship; and responsibility for proactive behavioral/discipline awareness/programming.

Duties and responsibilities	% Time
Serves as the initial contact for students with complaints and issues. Assists students, parents, and faculty in resolving various personal and academic problems and grievances; acts as an ombudsman.	25
Assists the DOS in the implementation of the student disciplinary and grievance process (non/academic) including the management of the student conduct/grievance case management system (database). Provides advice and counseling to the University community regarding student conduct matters. Facilitate student conduct hearings in the DOS's absence.	25
Develops, implements, and coordinates educational and service programs such as Constitution Day, the Piper Teaching Award, Who's Who, assisting w/ DOS Study Breaks, Emergency Loan Program, and other safety/awareness programs such as substance abuse, violence against women, classroom civility, etc.	15
Develop, disseminate, and maintain informational/success resources for both students and faculty via various outlets including the web, social media, brochures, etc..	15
Assists the AVP/DOS by representing students at University meetings, resolving student complaints and conflicts, convening committees/task forces to address student concerns, training student employees and completing special projects.	10
Serve on the C.A.R.E Team (Crisis Awareness Response Emergency Team). Create and maintain an on-line DOS presence via the web and social media. Other duties as assigned.	10

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