

JOB INFORMATION

Effective Date	10/11/2021
Job Code:	3576
Job Title:	Associate Dean of Students
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Student Affairs
Job Family:	Student Affairs
Job Summary	The Associate Dean of Students reports directly to the Dean of Students (DOS) and assists in coordinating the daily operations of the DOS Office, including providing support to students, parents, faculty, and staff in resolving student complaints and assisting with student welfare concerns. Functions as the DOS in her/his absence. Assists the DOS with adjudicating student conduct issues/hearings. Assumes responsibility when delegated by the DOS. Assists in the administration of students' rights and responsibilities, interprets and administers the student code of conduct, collaborates with administrative departments and faculty to promote civility and good citizenship. Is responsible for proactive behavioral/discipline awareness through on-going programming and assessment. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

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	in student personnel, higher education administration or related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	of experience in student affairs/services in higher education	Required	
Less than 3 yrs	of conduct/judicial affairs experience in higher education	Required	
Some	years of conduct/judicial affairs experience and assisting with student welfare concerns	Preferred	
Less than 3 yrs	Experience developing outreach/educational programs	Preferred	
Less than 3 yrs	Experience with Maxient or other student conduct management systems	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Bi-lingual (English/Spanish)	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Serves as 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%
<ul style="list-style-type: none"> Assists the DOS in implementation of the student disciplinary and grievance process (non/academic) including the management of the student conduct case management system. Provides advice and counseling to University community regarding student conduct matters. When delegated, serves as a judicial/conduct officer in implementing the conduct process (Disciplinary Conference/Decision Option). Serves as co-advisor to the student conduct hearing board (SLC). Facilitates student conduct hearings in the DOS's or AVPSS's absence. 	25%
<ul style="list-style-type: none"> Develops, implements, and coordinates educational and service programs such as Constitution Day, the Piper Teaching Award and Who's Who. Assists with DOS Study Breaks, Emergency Loan Program, and other safety/awareness programs such as substance abuse, violence against women, classroom civility, etc. 	15%
<ul style="list-style-type: none"> Develops, disseminates, and maintains informational/success resources for both students and faculty via various outlets including the web, social media, brochures, etc. 	15%
<ul style="list-style-type: none"> Assists the AVP and DOS by representing students at University meetings and committees resolving student complaints and conflicts, convening committees/task forces to address student concerns, training student employees and completing special projects. 	10%
<ul style="list-style-type: none"> Serves on the C.A.R.E Team (Crisis Awareness Response Emergency Team) At times works nights and weekends to attend student/university programming and to respond to student/university emergencies. Assists in the hurricane/weather evacuation process with possibility of travel with students to the evacuation site. 	5%
<ul style="list-style-type: none"> Creates and maintains an on-line DOS presence via the web and social media. 	5%
<ul style="list-style-type: none"> Performs other duties as assigned. 	0%

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

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

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description