

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	3577
Job Title:	Dean of Students
Salary Grade/Structure:	080 - 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 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.

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	
Doctoral Degree	in Student Personnel, Higher Education	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	years in Higher Education with at least 2 years at Director level. Experience required supervising staff, advocating for students, collaborating with faculty, and managing student conduct issues	Required	
Less than 3 yrs	Experience with customer service and process improvement, expertise in delivering on line student services , admissions, financial aid records and recruitment	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Word processing	
• Desktop publishing and HTML coding experience preferred	

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% 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 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.	15%
• 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%

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