



<b>Job Title</b>	<u>Assistant Dean of Students</u>	<b>Job Code</b>	<u>SD0732</u>
<b>Pay Plan</b>	<u>A&amp;P</u>	<b>Pay Grade</b>	<u>20</u>
<b>Union</b>	<u>Non-Union</u>	<b>FLSA Status</b>	<u>Exempt</u>
<b>Job Family</b>	<u>Student Development &amp; Enrollment Services</u>	<b>Union Code</b>	<u>0</u>
		<b>Subfamily</b>	<u>Student Involvement/ Leadership</u>

**Job Family & Subfamily Summary**

**Student Development & Enrollment Services Professionals** develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

**Student Involvement/Leadership Professionals** provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

**Job Summary**

Responsible for the overall management and supervision of the Office of Student Rights and Responsibilities which includes the Office of Student Conduct, the Office of Integrity and Ethical Development, Student Care Services, UCF Cares, Admission Clearance Processing, Title IX student related services and Crisis Management services. Responsible for oversight and administration of the Golden Rule Student Handbook and UCF Creed. Serves as the Deputy Title IX Coordinator for Students.

**Representative Duties**

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- Provides overall supervision and management of a team providing leadership in the development of unit objectives, assessment activities, strategic plans, human resources, facilities, and fiscal and operational policies
- Serves as the initial intake officer for all academic and non-academic student conduct reports and student of concern reports and serve as an advisor to students, faculty and community members regarding their rights and options in all processes
- Screens and administers clearance process of applicants seeking admission or readmission to UCF with conduct and/or criminal records
- Serves as the Deputy Title IX Coordinator for the University
- Provides leadership and expertise in student conduct administration, crisis management and response, threat assessment and direct work with students who exhibit concerning behavior
- Engages in multiple issues of legal, policy and operational complexity with several constituencies daily
- Maintains frequent contact with students, faculty, staff, parents/guardians, UCF Police department, General Counsel, Ombuds, Community Agencies and other administrative offices on campus to respond to student concerns and overall safety and well-being issues that arise
- Manages the assembly, dissemination and continuing education to faculty, staff and students for the Golden Rule Student Handbook and the UCF Creed and advocate for student rights and due process in an educational and student development framed environment
- Provides leadership and oversight of the prevention, education and outreach surrounding Title IX issues for students as well as safety and well-being through the UCF Cares initiative, an umbrella of care-related programs, resources and staff dedicated to fostering a caring community of Knights
- Provides leadership to the Office of Integrity and Ethical Development, the division and the university community regarding the promotion and actualization of integrity and ethical development and implementing high quality services and program consistent with the mission of the university and SDES
- Develops, implements and maintains a comprehensive case management program, with timely follow-through, tracking and reporting
- Oversees the interim suspension process for cases involving an overall concern for the welfare of the university community

- Oversees the sealing of student records process, dean's certification process and sanction review process of student disciplinary records
- Prepares quarterly and annual statistical reports on the number, nature and disposition of reports that come through all offices under the Office of Student Rights and Responsibilities. Identify patterns and make recommendations
- Serves on the Medical Holds Committee, Title IX Response Team, Title IX Advisory Council, Student of Concern Team, Campus Event Response Team, Student Organization Response Team, Crisis Team, Police Partnership Team and other division and university committees as necessary

### Education, Experience, Skill Requirements

	Required	Preferred
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience OR 6+ years of relevant work experience with a Master's Degree 3+ years of leadership experience		
<b>Additional Requirements</b>		

### Physical/Environmental Demands

Standard office environment with no unique physical demands

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**