



<b>Job Title</b>	Associate Vice President, Dean of Students	<b>Job Code</b>	SD0219
<b>Pay Plan</b>	EXC	<b>Pay Grade</b>	24
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Student Development & Enrollment Services	<b>Union Code</b>	0
		<b>Subfamily</b>	SDES Administration

**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.

**SDES Administration Professionals** provide leadership of various units within Student Development and Enrollment Services operations.

**Job Summary**

Responsible for leadership of a portfolio including Student Rights and Responsibilities, Student Health Services, Counseling and Psychological Services, Student Legal Services, Neighborhood Relations and Safety Education, and Academic Support for Student Athletes. Assists the Vice President for Student Development and Enrollment Services with overall vision and direction of the SDES division and crisis management.

**Representative Duties**

1.

- Provides supervision, direction, leadership and budget management of the unit Directors within the portfolio
- Leads in the development of unit objectives, assessment, strategic plans, fiscal and operational policies
- Responsible for the development, implementation, oversight and execution of crisis management for SDES involving collaboration and communication with other university officials, training activities, crisis response and threat assessment throughout the division
- Provides strategic oversight and direction to SDES compliance with federal laws, regulations and best practices pertaining to Title IX
- Oversight of the conduct process including management of appeals
- Performs duties as assigned by the Vice President for SDES to meet division wide goals and objectives

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Master's	Terminal
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
10+ years of relevant work experience 5+ years of leadership experience OR 8+ years of relevant work experience with a Terminal Degree 5+ years of leadership experience		
<b>Additional Requirements</b>		

<b>Physical/Environmental Demands</b>
Standard office environment with no unique physical demands

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**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.**