JOB DESCRIPTION

Associate Dean of Students

Definition of Class
This is a professional position in which the incumbent provides leadership and vision for student life and leadership development on campus. The incumbent supervises the daily operations, various activities, and staff. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Supervises professional and clerical staff in the office of the Dean of Students related to: ASB, Greek Life, Student Organizations, Leadership Development, Student Advocacy, and Volunteer Services.

Facilitates personnel matters: interviews, trains, supervises, and evaluates the performance of staff.

Directs the agenda for the office and the related components to facilitate a student centered approach for co-curricular and leadership development opportunities.

Coordinates and participates in student crisis response for the University community; this includes the 24-hour Crisis Phone Response program and directing staff when a crisis occurs.

Performs general administrative duties including budgetary and property management for the office.

Interprets University policies for students, parents, faculty, and staff.

May act in the absence of the Dean of Students/Assistant Vice Chancellor of Student Affairs.

Provides direction for departmental assessment; works with staff to ensure the accuracy of information and reports.

Serves on University committees.

Teaches for the School of Education or EDHE 105.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees and manages the Office of the Dean of Students, including budgeting and personnel management.
2. Coordinates and participates in student related crisis response management.
3. Enhances vision for leadership development and the holistic development of students involved in co-curricular activities.
4. Provides leadership and direction for fraternity and sorority communities and student government.
5. Manages student advocacy and referral process.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to walk.

Experience/Educational Requirements:

Education:
Master’s Degree from an accredited four-year college or university in Student Personnel, Counseling, or a related field.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/DEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.