Assistant Dean of Students - Leadership & Involvement

Definition of Class
This is a professional position in which the incumbent is responsible for introducing students to leadership, involvement, and civic engagement or volunteer oriented opportunities through presentations, programming, and workshops. This position will provide consultations on policies related to student organizations, create assessment and evaluation guidelines, and develop program opportunities.

Examples of Work Performed
Designs, implements, and coordinates leadership initiatives by developing curriculum for training workshops.

Recruits, trains, and advises student leadership board.

Develops partnerships to educate students on leadership opportunities.

Prepares budget proposals to support leadership initiatives.

Monitors compliance of student organizations with University policies, procedures, and regulations including social event registration process.

Serves as a liaison for local and University leadership and national stakeholders.

Assumes a leadership role in overseeing student experiential and service learning experiences on and off campus.

Serves on student involvement and civic engagement related committees.

Creates volunteer programs and opportunities.

Designs and edits printed marketing materials to advertise student involvement, leadership, and civic engagement.

Collects and provides assessment data on an annual basis.

Coordinates leadership, involvement, and civic engagements awards and non-recognition programs.

Designs a rubric for assessing and determining student recognition.

Responds to crisis situations as member of the university’s crisis response team.

Performs related or similar duties as required or assigned.

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. Designs and implements leadership initiatives.

2. Creates curriculum for training workshops and programs.
3. Monitors compliance of student organizations with University policies and procedures.

4. Serves as a liaison to local and University leaders and national stakeholders for volunteer and civic engagement.

**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 10 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; and use hands to finger, handle, or feel. The incumbent is regularly required to stand; and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s degree in higher education, student life, counseling, or related field from an accredited college or university.

  AND

- **Experience:** Two (2) year of experience related to the above described duties

- **Licensure:** Must be able to obtain a valid Mississippi Driver’s License within the first three (3) months of employment.

- **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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