Human Resources

Job Announcement

POSITION TITLE  Dean of Students/Director of Housing/Residence Life

Mid-level Student Services Administrator that reports directly to the Vice President for Student Services and Enrollment Management. Provides strategies, vision leadership and supervision for judicial and student conduct and housing and residential life.

Primary Responsibilities

Judicial
- Investigate and adjudicate student conduct cases in a timely and effective manner.
- Develop and revise judicial procedures.
- Train judicial board members regarding policies governing student conduct and judicial procedures.
- Review law enforcement reports for cases involving students and take appropriate actions.
- Monitor student compliance with sanctions and conditions mandated as a result of student conduct decisions and agreements.

Housing/Residential Life
- Oversee the coordination of all managers and administrative operations of the Resident Life and Housing staff.
- Develop and implement policies and procedures for Resident Life and Housing.
- Maintain privacy responsibility for supervision of full-time, part-time and student staff.
- Ensure that safety and security procedures are established and maintained.
- Provide occupancy, outcomes, programming and violation reports on a monthly basis.
- Provide on-call consultation and/or response for emergency situations.
- Maintain positive working relationship and open communications with Facilities. Auxiliary Services, Campus Security, Food Services, and Enrollment Management units.

Other Duties
- Maintain a high level of confidentiality regarding students, departmental, divisional, college information, and activities as appropriate.
- Facilitate personal and professional development of all staff members.
- Perform other special tasks, projects and duties as assigned by the Vice President for Student Services.

Required Qualifications
Master's Degree in Higher Education, counseling or a related field.

Salary
Commensurate with Credentials and Experience