

JOB INFORMATION

Effective Date	7/7/2023
Job Code:	3572
Job Title:	Assistant Dean of Students
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Development
Job Family:	Student Conduct & Advocacy
Job Summary	The Assistant Dean of Students provides leadership of CARE services. Responsible for assessment, development, implementation, and evaluation of campus resources that support students navigating critical situations that impact their academic and personal experience. Serves as primary CARE case manager, supporting student emergencies through intervention including facilitation of the Hawk Emergency Grant, short term tuition and book loans. Responds to and manages Maxient CARE cases. Serves on the Administrative Withdrawal and CARE Team committees. Develops CARE related educational programming. Serves as the primary Student Government Advisor. Supports both Former Foster and Parenting Students groups. Serves as CSA.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Degree in Student Affairs, Counseling, or a related field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum five years of experience managing best practices in supporting students of concern in higher education.	Required	
Less than 3 yrs	Direct crisis management and emergency response experience. Experience assisting with student welfare concerns and special population services.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Knowledgeable of student development, experience developing programs, and working with special students populations. 	Skilled
<ul style="list-style-type: none"> Knowledgeable of State and Federal rules, regulations, guidelines related to assigned areas. 	Basic
<ul style="list-style-type: none"> Demonstrated sensitivity, innovation, and effectiveness in responding to challenging student, personnel and college/university community issues. 	Skilled
<ul style="list-style-type: none"> Demonstrated strong interpersonal skills, including written and verbal communication, excellent public relations skills. 	Proficient
<ul style="list-style-type: none"> Demonstrates positive customer service as well as the ability to effectively integrate online and in-person services. 	Skilled
<ul style="list-style-type: none"> Proven ability to work independently and as part of a team; proven ability to develop and maintain productive, collegial working relationships with students, parents, faculty, staff, and alumni. 	Skilled
<ul style="list-style-type: none"> Demonstrated ability to manage multiple projects/tasks with thorough attention to detail and consistency; ability to set and attain goals while working both collaboratively and independently on various projects. 	Skilled
<ul style="list-style-type: none"> Train, supervise, and evaluate professional staff as well as student employees. 	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Responds to and manage CARE/welfare issues as reported through Maxient. Manages Maxient platform for CARE/welfare reports and cases. 	25%
<ul style="list-style-type: none"> Facilitates and manages resources and support for students in crisis situations, which includes the Hawk Emergency Grant, DOS short term tuition loan, and book loan. Develops and maintains relationships. 	20%
<ul style="list-style-type: none"> Serves as the primary advisor for Student Government which includes event and meeting attendance, budget management, and assisting with navigating institutional policies and systems to support the student experience. 	20%
<ul style="list-style-type: none"> Manages and triages student grievances and case management. Serves on the Administrative Withdrawal Committee and CARE Team. 	10%
<ul style="list-style-type: none"> Assists the Dean of Students in managing all departmental assessments and results so learning outcomes align with unit's mission, Division of Student affairs goals, and university priorities. 	10%
<ul style="list-style-type: none"> Supervises a full-time Coordinator. 	10%
<ul style="list-style-type: none"> Performs other related duties as assigned 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description