

### JOB INFORMATION

Effective Date	11/1/2020
Job Code:	3572
Job Title:	Assistant Dean of Students, Office of Student Advocacy
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	<p>The Assistant Dean of Students provides leadership and oversight of services offered by the Office of Student Advocacy. Responsible for the assessment, development, implementation, and evaluation of department and campus resources that support and advocate for students navigating critical situations that impact their academic and personal experience. This position oversees student advocacy and support, financial emergency assistance resources, the Hawk Food Pantry, Career Closet, and provides resources for students in crisis and distress. Requires both the establishment and maintenance of important campus and community partnerships. Provides support and services for on-campus students, students attending off-site locations, and online students. Serves as primary point of contact for the university community regarding internal student concerns and will collaborate with faculty, staff, campus partners, enrollment and financial services, and administrative departments to resolve student issues.</p>

### 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	in Student Affairs, Counseling or equivalent combination of education and experience	Required	

#### Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Progressively responsible experience in student affairs and/or supporting students and managing staff within an educational setting.	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
	Demonstrated experience of best practices in supporting students of concern in higher education.		
Less than 3 yrs	Direct crisis management and emergency response experience. Experience assisting with student welfare concerns and special population services.	Preferred	
Less than 3 yrs	Applied understanding of student development theory, including the impact of advocacy and engagement initiatives on academic success and retention.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
-------------------------	--------------------------------	------------	------------------------	--

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Demonstrated sensitivity, innovation, and effectiveness in responding to challenging student, personnel and college/university community issues.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>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.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>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.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Demonstrated strong interpersonal skills, including written and verbal communication, excellent public relations skills, and the ability to collaborate with diverse constituencies.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Cognizant of the various needs of our diverse student population. Knowledgeable of student development &amp; experience developing programs &amp; working with special students populations.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Knowledgeable of State and Federal rules, regulations, guidelines related to assigned areas.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Applied understanding of student development theory, including the impact of advocacy and engagement initiatives on academic success and retention.</li> </ul>	Proficient
<ul style="list-style-type: none"> <li>Train, supervise, and evaluate professional staff as well as student employees.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Devotion to a positive customer service model; able to effectively integrate online and in-person services to students.</li> </ul>	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Provide daily management, assessment, supervision, vision, and leadership for all facets of the Office of Student Advocacy. This includes the services, programs, initiatives, and staff. Directs the development, implementation, and evaluation of emergency and financial resources that support students navigating critical situations impacting their academic and personal experience. Oversees the development and management of various resources and referrals on and off-campus to support students. Work with on and off campus partners, faculty and senior</li> </ul>	40%

## Essential Functions

Essential Function	% TIME
administration to ensure students are the focal point for all campus initiatives programs and activities.	
<ul style="list-style-type: none"> <li>Develop, assess and implement processes and procedures that aid in the resolution of complex administrative issues, complaints, and concerns, to foster an equitable process and access for all students, which lead to student retention and success.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Develops, assesses and fosters effective partnerships with key departments including, but not limited to, Academic Advising, Enrollment Services, Financial Aid, Student Business Services, Housing and Residential Life, Dining, Student Health Services, Counseling Services, Career Services, Academic Affairs, Student Conduct and Community Standards, Title IX, and local community resources.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Serves as the liaison for students formerly in the conservatorship of the Texas Department of Family and Protective Services (DFPS) by providing information to foster care alumni regarding support services, campus resources, and community and government services.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Engages a diverse student body and staff in fostering a welcoming, supportive, and inclusive environment that promotes connection to campus life, while maintaining high-levels of customer-service for students, parents, and campus partners.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Serves as a referral resource and assists student, parents, and faculty and staff in resolving various personal and academic issues and grievances.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Assist with departmental and divisional assessment efforts, including but not limited to, collecting and interpreting data and survey results.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Represent student interest and needs at University meetings and committees, resolving student complaints and conflicts, convening committees/task forces to address student concerns, training student employees and completing special projects.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Performs other related duties as assigned</li> </ul>	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				

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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