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# Example of Dean Of Students Job Description

Our company is looking to fill the role of dean of students. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for dean of students

* Serve as a resource and referral agent to the members of the Black community
* Develop, implement, and assess in-house programs for students that address the needs of student communities served by AASA
* Design, coordinate, manage, execute, and assess large scale campus programs such as Welcome Events, the Black Baccalaureate, Annual Awards Dinner, and various equity-related programs
* Supervise event publicity, manage online calendar, manage social media, and update website
* Supervise creation and dissemination of bi-monthly e-newsletter which includes events and announcements from across campus and the Tucson community
* Supervise, coach and/or support student employees, interns, volunteers and students who utilize AASA
* Oversee the selection and evaluation of student assistants and interns
* Meet with leadership of Coalition of Black Organizations (COBO) student groups on a regular basis
* Supervise training for student staff, interns, and leaders of COBO student organizations at the beginning of each semester, and on-going training throughout the academic year, to prepare and support them in their roles
* Maintain collaborative relationships with Inclusion and Multicultural Engagement staff to ensure programs and services are delivered from a perspective that includes intersections of race, ethnicity, gender identity, sexual orientation, socio-economic class, disability and other significant aspects of individual and cultural identity

## Qualifications for dean of students

* Thorough understanding of Millennials and Generation Z, and a passion for working closely with college students
* Experience serving underrepresented students
* Ability to assess program effectiveness
* Demonstrated problem-solving abilities, especially in situations requiring quick action and resolution
* Minimum of 5 years of relevant experience at an educational institution required
* BA/BFA Fine Art, Art History, Museum Studies, Arts Administration, Performance, Fashion or related field