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# Example of Dean Of Students Job Description

Our company is looking to fill the role of dean of students. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for dean of students

* Provide leadership and supervision of the offices listed above, provides supervision and management of additional staff members, graduate assistants, and student workers employed by these offices, in coordination with individual departmental directors and in accordance with University policies and procedures
* Provide a vision for the residential student experience and the learning environment that facilitates key student learning outcomes within the areas of Residential Education, Housing Services, Fraternity & Sorority Affairs, the First-year Experience and Student Leadership Programs
* Supervise, participate in, assist with, and support all programs and initiatives of Living, Learning and Leadership including Room Selection, First-year Student Room Placement, Fraternity & Sorority Recruitment, New Student Orientation, the creation of a comprehensive leadership program and all policies and procedures that impact the areas of Living, Learning and Leadership
* Build a cohesive team among the Living, Learning and Leadership staff and facilitate collaborations needed to accomplish departmental and office goals and priorities
* Manage family and student phone calls and concerns and respond in a professional and timely manner
* Collaborate with other Associate Deans and their teams within the Division of Student Affairs and with other leaders, faculty, and staff across campus to promote and advance the priorities of the Division of Student Affairs and the University
* Lead an ongoing strategic planning and assessment process for the area of Living, Learning and Leadership
* Develop and promote a culture of assessment and data-driven decision making
* Participate in selection, training, education, and mentoring experiences for students and professional student affairs staff
* Lead and manage all website content and print publications for all offices within Living, Learning and Leadership

## Qualifications for dean of students

* Previous experience in supervising personnel (i.e., graduate assistants, interns, and/or undergraduate students)
* Demonstrated knowledge of student development theory, college access, and major trends and issues faced by diverse populations of college students
* Experience facilitating trainings and/or workshops
* Experience overseeing production of outreach materials and updating website content
* Demonstrated ability to engender and integrate the values of diversity, equity and teamwork across various groups
* Strong organizational skills, time management and the ability to work independently