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# Example of Dean Job Description

Our innovative and growing company is hiring for a dean. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for dean

* Support university officials in collecting federally-required information
* Serve as dean on-call in 24-hour emergency on-call rotation
* Other related duties as assigned incidental to the nature of the position or appropriate to the missions of the Office of Student Conduct, the Dean of Students Office, the Division of Student Affairs, and the university
* Working with Dean and Engineering Advisory Council to strengthen ties to engineering community
* Addresses and responds to student matters, maintaining confidentiality and discretion
* Provides coordination between and among the Dean of Students offices
* Coordinates with Student Rights and Responsibilities to provide advocacy for students as appropriate, especially in the cases of sexual misconduct, where close communication and follow up is critical
* Identifies and develops rapport with a wide variety of community agencies as a measure of providing a pathway for student access to, and utilization of, resources
* Designs, coordinates, and executes the Dean of Students office retention efforts
* Works with leadership team, university partners, and community agencies to fulfill University and campus goals and objectives

## Qualifications for dean

* Oversee and lead effective collaboration among the various Office units (Customer Account Management, Employer Business Development, Undergraduate Student Programming, Full-time and Part-time MBA and Specialty Masters Career Advising and Student Programming and Leadership Development, Technology, Career Center Hospitality and Operations, ), ensuring economies of scale and synergy whenever possible
* A doctorate in Education or a related field
* Senior administrative leadership experience
* A demonstrated record of sustained excellence in scholarly achievement including research funding, refereed publications, and national/international professional presentations
* Demonstrated experience in developing and supporting cross-disciplinary faculty initiatives
* Must be able to relate positively to a variety of interests, backgrounds, and points of view by using tact, diplomacy, and discretion