

Assistant Dean of Student Life

POSITION: Assistant Dean of Student Life
SUPERVISOR: Dean of Students/AVP for Intercultural and Community Engagement
DEPARTMENT: Student Affairs

GENERAL JOB DESCRIPTION

Reporting to the Dean of Students, the Assistant Dean for Student Life serves as a core member of the Student Affairs leadership team and has broad programming, administrative, and advising responsibilities that support the mission of Student Life.

This position is also responsible for supervising staff, managing budgets, advising student groups and programs, and coordinating and facilitating student leadership training. The Assistant Dean of Student Life plays a key leadership role in the areas of Student Conduct and supports the Dean of Students in areas including parental communication, crisis management, and assessment and evaluation of services. As a member of the Dean's leadership team, the Assistant Dean assumes responsibilities of the Dean of Students in their absence or upon request.

MAJOR DUTIES AND RESPONSIBILITIES

Student Conduct Responsibilities:

- Serve as a Hearing Officer for student conduct cases;
- Directly oversee the student conduct process, including but not limited to, hearing officer training, appeal board training, assessment and evaluation of the conduct process, and management of the Maxient student conduct software;
- Educate the University community on student rights and responsibilities;
- Document, draft, revise and make recommendations to the Dean of Students on changes, additions, deletions to the student handbook and code of student conduct.

General:

- Participate in campus activities within the Division of Student Affairs (Orientation, Commencement, Homecoming, Family Weekend, etc.);
- Serves on the Administrator-On-Call rotation to assist the student and professional staff in incidents during the work day as well as after-hours and on weekends;
- Responsible for the oversight of the Residence Life, Housing Operations, and Student Engagement departmental budgets;
- Serve on Student Affairs or University committees as assigned or requested;

- Advise students and faculty concerning academic policies, degree requirements, and procedures through oral and written communications.
- Instruct and counsel students, faculty, and staff on registration and enrollment policies, academic difficulties, and accommodations for disabilities. Maintain contact with students on leave;
- Coordinate and initiate programs that enhance student academic and professional development, increase retention, and respond to student needs;
- Monitor and advise the activities of student organizations, including supervising and
 - administration of their budgets, fundraising activities, planning for special programs;
- Ensure compliance with University regulations and ensure continuity from year to year;
- Coordinate student assignments on committees;
- Develop and implement strategies and plans in cases of student emergencies;
- Ensure plans are consistent and compliant with other university initiatives;
- Serves as an Administrator-On-Call; and
- Perform other general or specific duties as assigned by the Dean of Students

QUALIFICATIONS AND SKILLS

MINIMUM ACCEPTABLE QUALIFICATIONS

- Master's degree, preferably in College Student Affairs, Higher Education Administration or Guidance and Counseling;
- At least three years post-secondary experience in professional student affairs/student development work;
- Required to live in campus housing;
- Experience in applying student development theories and learning outcomes;
- Demonstrated effectiveness as a culturally competent professional with broad experience interacting with and supporting the needs of a diverse student population;
- A high level of collegiality in working with other student affairs units as well as campus and community constituencies along with the ability to build collaborative relationships characterized by mutual respect, trust, and commitment to shared goals. Integrity, creativity, energy, and decisiveness along with the capacity to engage and inspire others;
- Excellent communication, interpersonal and counseling skills, including conflict resolution skills, and the ability to establish strong working relationships with faculty, staff and others;
- Demonstrated ability to exercise independent, sound, analytical/diagnostic judgments;
- Flexibility to manage complex roles, which require a broad base of knowledge; and
- Excellent computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills; and
- Assure 24-hour availability of staff for emergency response.

EXPECTED KEY COMPETENCIES

- Interdependence:* Fosters collaboration across the University
- Communication:* Strong decision-making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together
- Entrepreneurship:* Influences and inspires

PHYSICAL REQUIREMENTS

Ability to sit and/or stand periodically for long periods.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

Tiffin University is an Equal Opportunity Employer