

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Associate Dean of Students

EEO CATEGORY: Administrative

JOB NUMBER: 0-2186

STATUS & GRADE: E-NC

DATE: 10/2005

DEPARTMENT: Dean of Students' Office

EDUCATION & EXPERIENCE REQUIREMENTS: Master's degree required in Student Personnel Administration or related field. Minimum of five (5) years experience in student services administration or related university experiences. Coordination of university-wide student retention services/programs is a desirable experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Works with staff development and coordinates a wide range of direct delivery student programs and services, particularly those associated with student recruitment, retention and program assessment initiatives for the Division of Student Services. Conducts student programs as assigned by the Vice President for Student Services and the Dean of Students. Administers the Code of Student Conduct and all student affairs policies. The Associate Dean will also assist in handling routine and non-routine office matters, and will serve in place of the Dean of Students in his/her absence.

SUPERVISION GIVEN & RECEIVED: The Associate Dean will supervise other Dean of Students' Office staff, including professional staff members and offices as assigned by the Vice President for Student Services and the Dean of Students. Co-supervises clerical employees and student assistants. Receives general direction and reports to the Dean of Students.

PRIMARY RESPONSIBILITIES: The Associate Dean coordinates all Division of Student Services Program Assessment efforts. Responsible for the coordination and development of the Alpha Lambda Delta honor society, Co-curricular Transcripts program, and Who's Who program. Serves as the editor of the Student Handbook. Works with the Assistant Dean to develop and coordinate SAM CARES program. Serves all University components in committee assignments and related student services departments. Makes daily decisions that are critical to the well-being of students and vital to the University image. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Develops and maintains appropriate collaborative partnerships with campus programmers, facility managers, faculty, and other staff members who can impact student development. The position requires daily contact with students, other university departments, faculty, administrators, staff, and parents. Serves on University and Division of Student Services committees as requested or assigned.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.