

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

TITLE: Assistant Dean of Students

EEO CATEGORY: Professional

JOB NUMBER: 0-2185

STATUS & GRADE: E-16

DATE: 08/2006

DEPARTMENT: Dean of Students' Office

EDUCATION & EXPERIENCE REQUIREMENTS: Master's Degree required in Student Personnel Administration, Student Affairs in Higher Education or related field. Minimum of three (3) years experience in Student Services Administration or related university experiences. Coordination of student development programs and participation in university-wide programs and committees are desirable experiences. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: The Assistant Dean coordinates a wide range of direct delivery student programs and services, particularly those associated with special events and student wellness initiatives.. The Assistant Dean will also assist in handling routine and non-routine office matters.

SUPERVISION GIVEN & RECEIVED: The Assistant Dean supervises/oversees many special programs and will co-supervise clerical employees, student assistants and reception area; and supervises Dean of Students' Office and/or offices as assigned. Receives general direction and reports to the Associate Dean of Students.

PRIMARY RESPONSIBILITIES: The Assistant Dean will provide vision and administrative leadership through the coordination of the Orange Keys, the B.O.L.D. leadership program, Alpha Lambda Delta, SAM CARES. Committee (university-wide wellness and safety services/programs), and Parent's Association Advisor and Parents' Weekend responsibilities. The Assistant Dean also participates in budget planning, coordination of Student Assistants and reception area, procedure development, and policy recommendations. Serves as primary coordinator of student absences notifications and as the office representative to the Alcohol Abuse Initiative committee. 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.