

Assistant Dean of Students

Position Summary

The Assistant Dean of Students supports the mission of the institution by promoting student development, engagement, wellbeing, accountability, and success through a Christ-centered approach. This position provides leadership and oversight in areas related to student organizations, student governance, student support and intervention, conduct processes, and campus-wide student initiatives. The Assistant Dean works collaboratively across the institution to foster a healthy, engaging, and supportive campus environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Student Leadership and Engagement

- Advise the Student Government Association, including the Executive Council, Student Senate, and Student Judicial Council.
- Oversee the registration and annual renewal process for all student organizations.
- Maintain accurate student organization records, constitutions, and officer information.
- Collaborate with the Director of Student Engagement to support student organization development and leadership training.
- Assist in advising major campus programming initiatives, including Homecoming and Family Weekend committees.
- Coordinate and support communication and marketing efforts for student events through campus calendars, digital signage, email communication, and social media platforms.
- Assist with first-year initiatives in collaboration with the Director of Student Engagement and Director of Student Wellbeing.

Student Support and Intervention

- Serve on the Student Intervention Team (SIT), assisting in the assessment of student concerns and development of coordinated intervention strategies.
- Chair the Student Care Team and coordinate outreach and follow-up efforts for students of concern.
- Provide direct support and intervention for students experiencing personal, emotional, behavioral, or academic difficulties.
- Respond appropriately to student crises and assist with referrals to campus and community resources.
- Work collaboratively with Residence Life, Counseling Services, Campus Safety, Academic Affairs, Athletics, and other university departments to support student wellbeing and retention.

Student Conduct and Compliance

- Assist with student conduct administration, including investigation, adjudication, and resolution of student and student organization conduct matters.
- Maintain accurate documentation and records related to conduct and intervention processes.
- Promote educational and developmental approaches to student accountability and behavioral intervention.

Administrative and Institutional Responsibilities

- Serve on university committees and task forces as assigned.
- Assist in the development and implementation of policies, procedures, and student success initiatives.
- Support divisional assessment, reporting, and strategic planning efforts.
- Participate in campus programs, orientation activities, student events, and institutional functions.
- Perform other duties as assigned by the Vice President for the Student Experience and Dean of Students.

QUALIFICATIONS

Required Qualifications

- Bachelor's degree from an accredited college or university.
- Experience working in student affairs, student engagement, conduct, wellbeing, or related higher education areas.
- Demonstrated ability to work effectively with college students, faculty, staff, and families.
- Strong organizational, interpersonal, and communication skills.
- Ability to manage sensitive and confidential information with professionalism and discretion.

Preferred Qualifications

- Master's degree in Higher Education, Student Affairs, Counseling, Leadership, or a related field.
- Experience advising student organizations or student government associations.
- Experience with student conduct, behavioral intervention, or Title IX processes.
- Experience in crisis response and student support systems.
- Knowledge of student development theory and best practices in higher education.

Physical and Scheduling Requirements

- Ability to work occasional evenings and weekends for student programs, meetings, and crisis response.
- Ability to respond to urgent student situations outside normal business hours as needed.