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Position # (PSA) ... (E) 8102
Developed by:.....MJG
Reviewed by:LK,SG
Approved by: LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Dean of Students, Student Engagement

DIVISION: Student Affairs

REPORTS TO: Assistant VP, Student Affairs/Dean of Students

GRADE: 14

SUPERVISES: Professional, student interns, student employees

BASIC FUNCTION:

Support Dean of Students Office programming efforts in supporting off-campus students, veteran students, and assist with emergency response for non-HRL living/learning communities. Enhance, lead, supervise, and assess programs for students involved in the Greek Community, including innovative, proactive, and responsive activities designed to enhance chapter development. Develop executive board teams and engage in individual leadership development for Greek student organization members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the overall management of the Dean of Students Office.

Develop and execute assessment related to the Student Affairs Division and Academic Plans, utilizing best practices related to student learning and measurement of outcomes.

Partner with the Associate Dean of Students, Community Standards, to provide programming and to support off-campus, commuter, and veteran students.

Build effective partnerships with offices (i.e., Student Senate, Career and Experiential Education, University College, Commuter Housing, New Student Programs, Athletics, Alumni, Admissions, Financial Aid) that serve non-traditional, off-campus, and veteran students.

Under the supervision of the Associate Dean of Students, Community Standards, conduct Title IX investigations when appropriate.

In conjunction with the Dean of Students and Director of Fraternity Managers Association, conduct emergency and major crisis response for Greek Affairs as well as for non-HRL living/learning communities. Ensure Greek student organizations management of risks.

Supervise the Assistant Director of Greek Affairs.

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In conjunction with the Assistant Director, Greek Affairs, develop best practices for activities and events that establish and/or reinforce healthy Greek Community traditions and philanthropy, as well as recruitment, social, recreational, late night and weekend substance-free Greek programming.

In conjunction with the Assistant Director, Greek Affairs, advise and convene Greek student leadership organization and group leaders (i.e., IFC, Panhel, MGC, Chapter Presidents, Chapter Treasurer) to ensure vibrant, effective, and productive chapter executive boards and presidents.

Manage relevant institutional budgets and provide oversight for Greek student organization budgets.

Assist with fundraising and endowment management as needed.

Lead efforts in positive University-town relations for the Greek Community. Recommend strategies and convene meetings as appropriate with local law enforcement agencies, town representatives, and community neighborhoods.

In coordination with the Director of Fraternity Managers Association, collaborate with university facilities and operations for strategic and intentional development of Fraternity Circle and fraternal houses, as well as ensure accurate and up-to-date roster management.

Represent university interests at Greek alumni meetings (i.e., IAC, FMA). Facilitate and coordinate administrative functions of Greek alumni committees as required.

Lead Greek Advisory Committee and Greek Strategic Planning teams.

Conduct chapter leadership assessments (i.e., chapter reviews, chapter standards, institutional Greek performance data) to identify and direct proactive interventions for specific Greek populations experiencing difficulties (e.g., sophomore presidents, Greek chapters with below average GPAs, chapters under community standards disciplinary action).

Meet and communicate with fraternal national consultants and national offices as requested.

Coach, advise, and guide individual and group Greek student organization leaders in conflict resolution, risk management, budget and finance, meeting management, behavior management, and leadership skills, and refer to appropriate university and fraternal personnel (i.e., Leadership Program, Counseling Services, House Directors, Alumni Advisor) as needed. Offer educational programming as appropriate.

Partner and model effective partnerships for students, with a wide array of campus departments (i.e., Student Senate, Community Standards, Substance Abuse Prevention Services, Center for Student Leadership Development, Institutional Research, New Student Programs, Athletics, Homecoming, Alumni, Foundation, Admissions) to implement holistic and comprehensive Greek Affairs programming and proactive risk management for students involved in the Greek Community.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the office on University, Division and other committees, and at University events.

Compile statistical reports and documents for the Dean of Students Office.

Supervise and coordinate evening and weekend work regularly.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; word processing, database management, and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

The incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in education, leadership, counseling, college student personnel or related field; Minimum of seven years' professional experience in higher education, including a minimum of four years of experience in one of the following: a) Serving as an advisor of college student organizations, b) Greek letter organizations, or c) Student leadership development programs; Demonstrated experience working with diverse Greek-lettered organizations or diverse student organizations (i.e., LGBTQ, multicultural, differently abled, Veterans);. Demonstrated awareness and sensitivity in working with college-aged population or in a college/university environment; Demonstrated experience collaborating with units in prevention programming or in providing programming for high risk student populations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency and written communication skills; Demonstrated ability to work in a fast-paced collaborative team environment; Demonstrated experience facilitating and leading major campus initiatives; Demonstrated experience leading university-town initiatives; Demonstrated training in Title IX investigations or the ability to be trained in Title IX investigations; Demonstrated ability to interpret institutional policies, plans, rules, regulations and objectives and to that to others; Demonstrated ability to develop and conduct assessments and evaluations (e.g., learning outcomes, leadership development, student development); Demonstrated ability to facilitate trainings, workshops, or educational sessions; Demonstrated supervisory experience; Demonstrated ability to work non-standard hours (e.g., evenings, weekends, late nights; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Doctorate degree; Demonstrated experience working with national and local Greek organizations; Demonstrated experience providing intervention services or supporting students from non-traditional backgrounds; Demonstrated experience collecting and analyzing data, applying results, and communicating results to community and campus stakeholders; Demonstrated expertise in conducting or interpreting and evaluating quantitative and qualitative research or evaluations; Demonstrated experience creating innovative programming and implementing best practices;

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Demonstrated public relations and marketing experience; and, Demonstrated understanding and use of contemporary communication methods (i.e., social media).

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.