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Developed by:.....JP;DG  
Reviewed by:.....SG; DLJ  
Approved by:.....LK  
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UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Associate Dean of Students, Community Standards  
**DIVISION:** Student Affairs  
**REPORTS TO:** Dean of Students  
**GRADE:** 15  
**SUPERVISES:** Professional, clerical, graduate, and student staff

**BASIC FUNCTION:**

Promote a safe learning environment that is conducive to student growth. Direct and enhance an innovative, proactive, and responsive student conduct process. Ensure advocacy and due process for all students. Lead university efforts in providing support for including non-traditional, commuter, veterans, and multiple campus student populations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

As second in leadership to the Dean of Students, provide leadership to the Dean of Students Office and staff.

In the absence of the Dean of Students, lead overall management of the Dean of Students Office and supervise Assistant Deans of Students and Office Staff.

Supervise professional and student staff to accomplish the core goals of Student Conduct, Commuter Affairs, and support campus efforts in veterans programming. Assist the Dean of Students in supervision of Greek Affairs Staff related to Community Standards and Greek Judicial cases.

Develop and execute the Dean of Students Office assessment efforts related to the Academic and Division plans, utilizing best practices related to student learning outcomes.

Lead the Dean of Students Office efforts to support off-campus populations including the Providence CEPS students, graduate students, veterans, returning students, as well as on-line students with the support of the Assistant Dean of Students, Student Engagement.

Supervise the Assistant Director(s) of Community Standards. In conjunction with the Assistant Director of Community Standards, develop, implement and assess university's community standards policy, procedures, and process.

Manage budgets, including the commuter housing account, Dean of Students Office accounts, and related institutional funds. Develop supplemental funding sources for the expansion of supportive and education services. Ensure compliance for Greek Affairs institutional and Greek student organization funds.

Provide professional guidance and offer expertise to the University's Sexual Violence/Assault Response Team and Behavioral Intervention Team.

Supervise and ensure compliance in all aspects of university Community Standards for students including indirect supervision of staff working in Housing and Residential Life student conduct areas.

Provide oversight of due process for academic integrity (i.e., academic dishonesty, academic misconduct, misrepresentation) cases that occur in academic colleges.

Work with community to develop and enforce community standards and oversee the Student Handbook revisions in accordance with the University Manual.

Provide leadership development, disciplinary counseling, advising and problem-solving assistance to students.

Investigate allegations of student misconduct, sexual misconduct (including Title IX and sexual assault), and academic dishonesty.

Hear cases administratively and refer cases to appropriate hearing administrators/panels.

Collaborate with Student Affairs staff (i.e., Housing and Residential Life, Counseling, Health Services), Academic Affairs (i.e., Early Alert, colleges), university police, and other key campus constituents.

As requested, collect and analyze data, examine trends and report to campus stakeholders regarding student conduct and student behavioral concerns.

Design and implement data-based prevention programs and assessment-based improvements.

Recruit, train, and advise hearing panels consisting of faculty and staff, as well as undergraduate and graduate students.

Develop, coordinate, and evaluate programs and services for non-traditional students.

Promote positive University-town relations, working with students and related programs.

Actively participate in policy and program decision making for the department and the division.

**OTHER DUTIES AND RESPONSIBILITIES:**

Provide coverage for the Dean of Students in his/her absence.

Assist the Dean of Students while coordinating Student Affairs emergency and major incidents response as required.

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

Work evenings and weekends regularly.

Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's Degree in education, leadership, social work, counseling, college student personnel or related field; Minimum of eight years' of progressively responsible professional experience; Minimum of five years of professional experience in higher education community standards, student conduct, or investigation of misconduct; Demonstrated knowledge and awareness of issues pertaining to college-age students; Demonstrated experience collecting and analyzing data, applying results, and communicating results to community and campus stakeholders; Demonstrated ability to maintain collaborative working relationships with students, staff, faculty, administrators, parents and community; Demonstrated strong interpersonal and verbal communication skills; Demonstrated experience facilitating and training; Demonstrated supervisory experience; Demonstrated experience in crisis response; Demonstrated ability to interpret federal, state or institutional policies, plans, objectives, rules and regulations, and to communicate that interpretation to others; Demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Doctorate Degree (PhD., Ed.D or JD); Demonstrated experience leading, working with, or coordinating student organization (including Greek Community) community standards; Demonstrated experience in conducting or interpreting and evaluating quantitative and qualitative research or evaluation; Demonstrated experience creating innovative programming and implementing best practices; Demonstrated experience in successful grant writing activities; Demonstrated experience with public relations in crisis situations; and, Demonstrated experience with dispute resolution and mediation.

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