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Position #:.(NUNC) (E)
Developed by:.....KC
Reviewed by:..... DLJ
Approved by:LK
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Dean of Students
DIVISION: Student Affairs
GRADE: 18
REPORTS TO: Vice President for Student Affairs
SUPERVISES: Professional, technical, clerical, and facilities services support staff

BASIC FUNCTION:

In conjunction with the Vice President for Student Affairs, provide leadership and direction for all planning, staffing, educational, operational, facility, and budgetary aspects of the Dean of Students Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee all aspects of the management of the Dean of Students Office, including: fiscal oversight, establishment and implementation of short and long range goals, policies and operating procedures and establishment and maintenance of staffing levels to effectively accomplish the department's goals.

Provide strategic and operational oversight to the University's Dean of Students Office, including: the Office of Disability Services, the University Conduct System, Commuter and Off-Campus programs, Substance Abuse Prevention programs, Civility and Violence Prevention, Fraternity and Sorority programs.

Direct and oversee the University's student conduct process, including: the creation the Student Handbook, assessment of student conduct data and the sharing of findings and trends with the campus community.

Provide coverage for the Vice President and Associate Vice President in his/her absence.

Provide follow-up assistance to the Vice President in matters pertaining to inquiries, requests for information, and report generation and analysis in areas pertaining to the Dean of Students Office.

Serve as a key member of the University's Threat Assessment Team.

Oversee the University's Diversity Fund and promote university-wide efforts in regards to Community, Equity and Diversity.

Liaise with the University's Council of Deans and work alongside colleagues in the Division of Student Affairs to create programs and partnerships that enhance retention and graduation rates, student learning and the quality of campus life.

Liaise with state and local government agencies (for information requests, policy formation and planning) and with community agencies (for referrals, program coordination, information sharing and consultation.)

Assist the Vice President, the Associate Vice President, the Assistant Vice President and the Director of Housing and Residential Life in executing the University's emergency response system and serving as a first responder for the Division with responsibilities that include: Performing on-call emergency coverage for the Division including evenings, weekends, and periods when classes are not in session; Providing on-site emergency preparation/response coverage as necessary; Serving as a policy enforcement officer representing the Division at various University functions and events as determined by the Vice President; Alongside the Vice President, performing bereavement outreach and family liaison interactions in cases involving severe student injury and death; and, Liaising with University Campus Police and Public Safety agencies on all matters of student life safety and serve on the University's Critical Incident Prevention Committee.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned doctorate in college student personnel, higher education or a related field; Minimum eight years of progressively responsible student affairs experience at a higher education institution; Minimum five years of supervisory experience; Demonstrated experience in fiscal planning and management; Demonstrated experience in student development theory; Demonstrated experience in personnel management and assessment; Demonstrated evidence of collaborative leadership style; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organizational skills; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; Demonstrated ability to prepare detailed studies and reports; Demonstrated presentations skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated experience working in the following areas: disability services, student conduct, substance abuse prevention, commuter programs, Greek affairs.

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