

Position Title	Dean of Students
Employee Name	

Date of Issue	March 2024	Position No	00011107	Department	KSSERV
CBU	Non-Represented	OT Eligible	No	Salary Band/ Job Family	V/01

Position Summary: The Dean of Students provides leadership and vision, strategic direction, and budget development and oversight for the various areas and functions of Student Affairs including, but not necessarily limited to, residence life and dining, campus activities and student organizations, health services, campus recreation and fitness, student orientation, campus safety, and student conduct. The Dean of Students advocates for the needs of students; provides support in response to student issues and concerns; and collaborates with students, faculty, and staff in providing appropriate student services. This is a hands-on position where the successful candidate will be expected to become involved in all aspects of student life and student affairs operations. This is an in-person, full-time regular, twelve-month position.

Essential Duties/ Responsibilities *(Note: The University reserves the right to change or assign additional duties as necessary.):*

General Duties:

- In collaboration with the University administration, provide campus leadership in the development, implementation, and assessment of comprehensive, integrated long-term strategic planning that ensures the sustainability and success of the University and its students.
- In collaboration with the Student Affairs staff, develop, implement, and assess long-range, comprehensive programs and services that support the co- and extra-curricular experience of students and respond to students' needs and interests, in light of the mission and long-term planning of the University.
- Provide direct services, programming, and on-call response as needed, in coordination with other Student Affairs staff.
- As appropriate and necessary, represent and advocate for UMFK within the University of Maine System and to the general public, particularly as related directly to Student Affairs.
- Convene regular meetings of staff to ensure coordinated, consistent, and appropriate proactive and reactive services and programs, and serve on appropriate administrative committees.
- Routinely assess and evaluate services and programs provided through Student Affairs and submit routine reports to the President.
- Supervise and provide professional support for staff assigned to areas of responsibilities.
- Ensure appropriate communication, implementation and compliance of regulations as outlined in the Student Guide, the UMS Student Conduct Code, Residence Hall Contract, and other relevant UMFK/UMS policies.
- Ensure that Web pages and other marketing and promotional materials for Student Affairs and related programs and services are effective, up-to-date, and user-friendly.
- Supervise development and revision of Student Handbook.
- Coordinate New Student Orientation/Parent Orientation programs in order to support Maine, out-of-state and international students.
- Collaborate with the Office of Student Success and others on student retention issues.
- Oversee student TD program.
- Collaborate with Admissions Office on Primary Designated School Official/ DSO responsibilities.
- Serve as liaison on student class absences.
- Participate as a member of the President's Cabinet.
- Carry out additional responsibilities as assigned by the President.
- Participate in System-wide meetings and professional development activities related to Student Affairs issues.

Campus Activities:

- Provide leadership and direction for Student Activities, Involvement and Leadership, including social and educational programming, student organizations and government, the fraternity and sorority, recreation and fitness, leadership development programs, volunteer services, summer camps, and special events.
- Serve as advisor to Student Senate.

Residence Life and Dining:

- Provide leadership and direction for all aspects of the Residence Life program including staffing, RA selection and training, programming, and community building.
- Maintain residence hall occupancy rate at or above break-even budget status.
- Collaborate with dining staff to ensure student representation and input to student dining services.

Student Conduct:

- Oversee and administer all aspects of student conduct, including facilitating the training of the Conduct Committee, maintaining student conduct files, Title IX compliance, and preparing annual reports of campus incidents.
- Serve as either Deputy Title IX Officer or Student Conduct Officer.

Campus Safety:

- Participate with other departments in the planning and implementation of campus safety and related emergency responses. Assure that campus safety is administered in collaboration with other offices and regional emergency responders to assure optimal protection for human safety and campus security. Collaborate with Facilities Office on issues related to parking regulations.

Student Health Services:

- Provide leadership and direction for the Health Services and the Counseling programs, including supervision of contractual services. Oversee collection of student immunization records.

Budget and Facility Responsibilities:

Develop and manage relevant auxiliary and E&G budgets, ensuring that revenue targets are met, operating expenses do not exceed established budget parameters, and all possible fiscal efficiencies are implemented and achieved.

Coordinate the custodial services and maintenance of all Student Affairs buildings and areas of campus with the Physical Facilities staff to ensure that facilities are clean, attractive, and in good working order.

In collaboration with the Chief Business Officer, periodically monitor and review contractual agreements in the Student Affairs areas, such as students' room and board, dining, health services, etc.

Reporting Relationship: Reports directly to the University President.

Supervisory Responsibilities: This position is in direct and indirect supervision of staff across areas of responsibility. Among the tasks included in this supervisory role are recruiting, hiring, training, scheduling, and evaluating of staff to include the Student Life Coordinator and Deputy Title IX or Student Conduct Officer, the Experiential Learning & Recreation Manager, the Director of Residential Life, the Career Planning and Internship Placement Coordinator, the Administrative Specialist and others as assigned.

Required Qualifications:

- Master's degree in student personnel, higher education administration, counseling, or related field.
- Three to five years of professional Student Affairs experience.
- Knowledge and experience in Title IX or student conduct procedures

Preferred:

- Five to eight years of progressively responsible professional experience in Student Affairs.

Position Type: Full-time. Salaried. Non-represented.

Work Schedule: Monday- Friday, 8:00-5:00. May include some evening, weekend or holiday hours.

Signatures: The signatures indicate the employee and immediate supervisor have reviewed the job description.

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
_____ Supervisory Name (Print)	_____ Supervisory Signature	_____ Date