Title: Assistant Vice President – Dean of Students

Pay Scale Group: 99

Description Summary

Reporting to the Vice President of Student Affairs, provides leadership, vision, and direction for Resident Education & Development (RED), University Judicial Affairs, and other similar units; anticipates challenges and opportunities by working with the Vice President in developing, implementing and assessing a comprehensive strategic operating plan that promotes a student-centered campus environment and that supports the personal, social and academic development of all students; build consensus and develop collegial, collaborative working relationships with a broad range of constituencies.

Characteristic Duties

Serve on the Vice President’s management team, participating in decisions affecting the units under direct supervision as well as the organizational unit as a whole; counsels the VP on critical issues; serve on various department, division, and university committees; represent the at appropriate university bodies, committees, councils, etc., as requested; plan, direct, provide leadership and execute special projects as assigned.

Works closely with VP and staff to drive the division’s mission, vision, and objectives; anticipates student needs in a way that fulfills educational and business requirements; reviews, refines, and establishes policies, processes and protocols to initiate and communicate programs related to student welfare, student conduct, judicial affairs, and academic integrity that include mediating disputes and conducting formal disciplinary hearings.

Communicate with students and university community to identify student needs and potential service solutions; ensure that related activities are carried out in a professional and timely manner; creates a student focused culture; recommends process improvement to the VP.

Ensures the unit is in compliance with federal statutes and regulations, state and local laws, UC policies and procedures, and relevant contractual obligations; develops backup and continuity plans that anticipate emergencies and problems; educates the campus community on student rights and responsibilities, civic engagement, and diversity and inclusion.

May plan, prepare, and administer the department budget exercising proper financial controls

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary actions, approve time off, etc.).

Minimum Qualifications

Master’s degree with seven (7) years experience; -OR- Bachelor’s degree with nine (9) years experience. Experience must be in a related field and include leadership and supervision.