
Auburn University Job Description

Job Title: **Dean of Students**

Job Family: No Family

Job Code: **AE16***

Unclassified

FLSA status: Exempt

Job Summary

Provides oversight and leadership for student associations and events such as Greek Life, Judicial Affairs, University Program Council, International Student Life, Eagle Eye (TV station), WEGL (radio station), and student organizations and leadership development programs.

Essential Functions

1. Serves as an advocate for student needs, overseeing and providing leadership for a broad range of student development oriented departments.
2. Sets strategic plans to include goals and objectives for unit.
3. Directs operation of Student Union facility/building, including reservations, conferences, maintenance, retail services, and front information desk.
4. Direct service areas of the Union to include programming, Student Government Association, Media/Publications, Greek Life, ISO, and Impact to provide involvement and leadership opportunities to students, aiding in retention, and serve as a resource to students and parents.
5. Coordinates the planning of new student facilities.
6. Directs the management of the department budget to ensure sound fiscal management.
7. Directs assessment efforts for the Student Union Building and student programs to improve customer satisfaction.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Ph.D.	Degree in Education, Education Administration, Counseling or related field
Experience (yrs.)	6	Experience in higher education administration and strategic planning for student programming and services related to student life, associations and events

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of student programming and administration to include strategic planning, crisis management, program evaluation and sound budget practices. Knowledge of rules and regulations related to areas such as Greek Life, Judicial Affairs, Student Organizations and Leadership Development Programs.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2011
