

POSITION DESCRIPTION - DEAN OF STUDENTS

DEPARTMENT: Student Affairs

CLASSIFICATION: FULL-TIME

SHIFT: Monday-Friday, 8:30am-4:30pm, Additional hours as requested and/or needed

FUNCTION: Under general direction of the Vice President of Student Affairs, the Dean of Students provides leadership and oversight for programs and policies that promote the wholistic development of students in achieving success. In particular, the Dean of Students will supervise teams in residence life, conduct, and student wellness as well as collaborate within and across Divisions to create and implement a best-in-class student empowerment model meeting the needs of 21st Century students within the HBCU context. The successful candidate will be an innovative self-starter with a deep appreciation for student development theory in promoting student engagement and belonging, experience in managing complex organizations with an ability to pivot and innovate, and commitment to ethical and equitable practice.

REPORTS TO: Vice President of Student Affairs

MAJOR DUTIES/RESPONSIBILITIES (may include but are not limited to):

- Serve as the leading advocate and architect for a student-first approach across campus
- Supervise individuals and teams in residential life, conduct, and student wellness, bringing a fresh perspective to creating experiences, services, and programs that support healthy student development.
- Develop and implement a new and innovative model for student conduct, centered on restorative practice and peer engagement; revise and publish the Student Handbook.
- Provide guidance and leadership in handling institutional response to student crises and supporting affected students and ensuring physical and emotional safety.
- Collaborate across campus to identify strategies for redirecting students who are struggling academically and/or socio-emotionally.
- Create dynamic student leadership initiatives for all students and advancing the College's efforts to promote the spirit and practice of true student ownership.
- Select, develop, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; initiate and implement discipline and termination procedures.
- Manage and participate in the development and implementation of college goals, objectives, policies, and priorities for assigned programs.
- Oversee strategic planning efforts related to assigned programs.
- Provide leadership to the program review process.
- Serve as a member of various College committees and task forces; maintain liaison with other colleges, school districts, public, and private agencies to assure coordination of activities.

- Serve as a liaison with other college departments, divisions, and outside agencies.
- Perform other related work as required.

QUALIFICATION/EXPERIENCE:

- Sophisticated understanding of student development theory.
- Ability to form healthy and empowering relationships with students, many of whom are first-generation matriculants.
- Experience with at least some aspects of the various residence life functions, including programming, placement, crisis management, and creation of new living and learning spaces.
- Experience with at least some aspects of conduct, with an appreciation for restorative practices and peer mentorship.
- Knowledge of FERPA, Clery Act, and other related state and federal policies and reporting requirements.
- Strong writing, organizational, record keeping, reporting, technology, and data analysis skills.

EDUCATION AND EXPERIENCE:

Education: Master's degree or equivalent from an accredited college or university with major course work in education, administration, or related field.

Experience: A minimum of five years of increasingly responsible experience in at least one area within Student Affairs, preferably with background in residence life and/or conduct; at least three years as Director or higher.

PHYSICAL CHARACTERISTICS:

The physical abilities involved in the performance of essential duties are:

Environment: Office environment, subject to interruptions; may require evenings/weekends.

Physical Abilities: Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make professional presentations; sitting for extended periods of time.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide a written authorization for a background check will nullify the offer of employment.

Application Instructions:

Applications should include a resume and cover letter must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The email's subject line should read "Dean of Students." The process will continue until the position is filled.