Saint Michael's College
Job Description

Job Title: Assistant Dean of Students/Director of New Student Programs & Development

Department: Student Life

Supervisor or Manager: Vice President of Student Affairs/Dean of Students

Date Created: 7/22/2005 Last Revised: 7/22/2005 FLSA Status: E

Approved by (print name): ________________________ Signature: ________________________

**Our Mission:** It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

**Major Objectives of the Position:**
- Outreach/support is provided to first-year students for a smooth transition into college
- One-on-one work with students is accomplished to create a structured program for academic, spiritual, social and personal development
- An Extended Orientation Program is developed and offered to all students, utilizing concepts from the wellness wheel
- Crisis management is available to staff for support and decision making
- Faculty Visitor Program is coordinated, supported and implemented; syllabi are designed and ongoing assessment is provided
- POW (Pre-Orientation Weekend) is a rich, invaluable experience for first year students before classes begin
- Residence Life Staff Training is provided to prepare staff for the many aspects of student life on campus
- Programming is coordinated, implemented and evaluated in residence halls
- Academic progress is supported and students are assisted with a plan for success

**Essential Duties and Responsibilities:**
- Makes self available and present to students and staff on a daily basis
- Assesses the various concerns and needs of the student population in residence
- Plans for, prepares and implements annual budget in a fiscally responsible manner
- Develops comprehensive programming for first-year students
- Designs an extended orientation, a structured series of workshops/activities/programs to provide students with learning opportunities outside the classroom that revolve around the wellness wheel
- Creates, organizes and implements POW (Pre-Orientation Weekend) summer program for first year students
- Provides staff training in the areas of crisis management, developing community on floors, learning resources on campus, and presenting residents with opportunities to learn outside the classroom
- Addresses issues of individuals and the larger community on campus

**Secondary Responsibilities:**
- Provides insight to various constituents in community about “student pulse”
- Assists with notifying students about issues affecting them

**Positions Supervised:**
- Work-study student(s)

**Position’s Major Contacts:**
- Vice President of Student Affairs/Dean of Students
- Director of Student Activities
- Director of Residence Life
- Director of MSA
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- Housing Coordinator  
- Administrative Assistant of Student Life  
- Assistant Directors of Residence Life  
- Resident Directors  
- RAs/RCs  
- Student Resource Center  
- Student Health Services  
- Director of Athletics  
- Campus Ministry  
- MOVE  
- Academic Affairs  
- School of International Studies  
- Safety and Security

**Demonstrates Excellence in this Position:**
- Multi-tasks in a productive manner, with an ability to organize and prioritize time/activities well  
- Works well with others as a team player and communicates proactively and professionally with staff  
- Focuses energy successfully on the goals and responsibilities of the position, with an emphasis on first-year students

**Education and Work Experience Required:**
- Advanced degree plus 2-3 years professional experience in related field  
- Residential Life experience is preferred  
- Previous role as an Academic Advisor desired  
- Awareness/experience working with students regarding their faith and academic, psychological and physical well-being  
- Background in crisis management

**Analytic Skills Required:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation

**Language and Literacy Skills Required:**
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills Required:**

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**Licenses, Certifications and Other Requirements:**
- None required

**Physical Demands:**
- Work is often performed in a typical office environment requiring:
  - Sitting in a normal seated position for extended periods of time  
  - Reaching by extending hand(s) or arm(s) in any direction
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Physical Demands (continued):
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant Dean of Students/Director of New Student Programs and Development, occasionally the employee is required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Ability to be on call nights and weekends frequently throughout the year
- Capacity to provide supervision/presentations at in-service staff trainings some nights and weekends
- Availability to attend Residence Life spring and fall training on nights and weekends

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.