Saint Michael's College
Job Description

Job Title: Assistant Dean of Students/Director of Student Activities
Department: Student Life
Supervisor or Manager: Vice President of Student Affairs/Dean of Students

Date Created: 7/21/2005       Last Revised: 7/21/2005       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:
- SMC’s value-added institutional mission is faithfully represented in any and all deliberations regarding campus activities, programs and policies
- A caring and participating community on SMC’s residential campus is fostered
- Various student leadership opportunities are provided to prepare students for citizenship in local and global communities
- Students are empowered to assume leadership roles and explore their organizational and interpersonal talents as an integral part of their educational experience
- Barriers that complicate a student’s ability to succeed personally and academically are diminished
- An interesting and vibrant calendar of co-curricular activities for our students is maintained

Essential Duties and Responsibilities:
- Develops or assists with the development of policies and procedures reflecting best practices in student development theory, consistent with state and national law and with appropriate sensitivity to a value-added institutional mission
- Administers campus policies and procedures, adjudicates student conflicts and collaborates with staff on disciplinary matters
- Develops, administers and implements major campus activities including but not limited to New Student Orientation, New Student Family Day, and Family Weekend
- Assesses all programs and services on a regular basis to meet needs of changing student populations
- Advises many aspects of undergraduate student government; particularly those committees responsible for major event planning, campus facility usage and Student Center policies and activities
- Acts as resource for scheduling, contracts, outside vendors, financial matters, publicity and general problem-solving
- Advises clubs and organizations in program development
- Works with Dean of Students to ensure services, activities and programs meet the needs of both the institution and the student body
- Coordinates club sports program
- Clarifies campus policies and procedures regarding intercollegiate competition
- Assists coaches/advisors in organizational matters
- Coordinates, maintains and publicizes a comprehensive activities calendar with particular emphasis on weekend programming
- Acts as College administrator on “weekend call” frequently during the academic year
- Serves as primary contact in case of student or institutional emergency
- Encourages student participation in the co-curricular residential life of the College
- Coordinates membership rosters for all student clubs, organizations and leadership positions for inclusion in the Student Activities Transcript
- Serves on College planning and policy-making committees
- Anticipates issues of risk management in all programming endeavors
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**Secondary Responsibilities:**
- Maintains involvement in admissions and recruiting activities of the College
- Makes frequent contact with parents and alumni
- Consults with faculty and staff on various issues regarding programming
- Handles a great deal of financial paperwork for clubs/organizations/student government
- Educates student programmers on financial paperwork
- Initiates contracts on behalf of the institution

**Positions Supervised:**
- Work-study students
- Various graduate students from University of Vermont involved in Student Affairs practicum program

**Position’s Major Contacts:**
- Student Affairs staff
- Residential Life staff
- President’s Office
- Office of Admissions
- Edmundite Campus Ministry
- MOVE
- Director of Purchasing and Auxiliary Services
- Accounts Payable
- Vice President of Finance
- Special Events
- Information Technology
- Associate Director for Research
- Academic Affairs
- Safety and Security
- Alumni Affairs
- Library and Information Services staff
- First Year Seminar Coordinator
- Facilities
- Food Service
- External vendors/contractors
- Parent Programs

**Demonstrates Excellence in this Position:**
- Displays sensitivity and awareness of institutional mission’s “in light of the Catholic faith” and is able to articulate and animate its inherent importance in the life of SMC students to all constituencies
- Stays current with best practices in the field of student development theory
- Remains present both physically and emotionally to all students
- Respects, honors and celebrates all students
- Possesses and demonstrates a strong sense of honor and integrity in words/actions
- Communicates sincerity and trust to all constituencies with whom contact is made
- Understands the importance of institutional memory by maintaining appropriate files
- Is sensitive to the ebb and flow of the academic calendar when planning vacations or trips away from campus
- Maintains a professional, yet personal demeanor in crisis situations
- Is familiar with institutional protocol relative to crisis situations and is able to respond with a level head and collaborate with appropriate resources both institutionally and in the local community
- Handles many tasks and projects at once without getting overwhelmed
- Has strong time management, organizational and interpersonal skills
- Displays highly effective oral and communication skills in all situations

**Education and Work Experience Required:**
- Advanced degree
- 2-3 years professional experience in related field
Analytic Skills Required:
- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills Required:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

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
  - 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 Student Activities, occasionally the employee is required to lift and/or move up to 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:
- Availability to work irregular hours/nights and weekends
- Ability to be “on call” for campus wide emergencies
- Accessibility to College constituencies other than students
- Networking savvy with other local and regional institutions of higher education

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.