Saint Michael's College
Job Description

Job Title: Vice President of Student Affairs/Dean of Students

Department: Student Life

Supervisor or Manager: The President

Date Created: 07/06/2005     Last Revised: 07/06/2005     FLSA Status: E

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:
- Students are assisted to achieve academically and grow personally through the management of policies, programs and their living environment
- Optimal living and learning environment is provided for students and concern for general student welfare is shown
- Students’ opportunities are broadened for intellectual, personal, spiritual, social, cultural and physical growth and development
- Classroom learning is complemented with learning outside the classroom 24 hours a day, 7 days a week
- Students are assisted in confronting and eliminating obstacles to their learning process and development
- Various departmental services and programs are managed and supported
- Institutional policies which reflect our mission are created and supported
- The focus is steadily maintained on SMC’s College mission and institutional goals
- Departmental goals and objectives are achieved in a professional manner
- Effective personnel and budget management is carried out
- The student experience is challenged and supported through the skills and competencies of staff and strategically applied financial resources
- The residential, Catholic mission of the College is fulfilled

Essential Duties and Responsibilities:
- Performs extensive problem solving, mediation, listening and communicating with various constituents (students, faculty, staff, parents, alumni, trustees, local officials, etc.)
- Listens well and communicates clearly when representing the College
- Identifies the real issues/problems and works toward finding solutions
- Remains accessible to students, staff and faculty for policy rulings, advice and support
- Focuses on Saint Michael’s institutional mission in all aspects of position’s responsibilities
- Selects, trains and evaluates staff
- Works all along the spectrum of the student experience, from leadership involvement to various student struggles
- Plans for, reacts to and creates learning opportunities for students
- Assigns tasks, projects and initiatives to achieve College’s goals

Secondary Responsibilities:
- Participates on many campus-wide committees
- Serves as an advisor/consultant for parents
- Spends an enormous amount of time with parents on multiple and varying issues
- Deletes spam from e-mail account
- Refers students and parents to other campus resources
- Works at maintaining visibility along with many competing demands for time

Positions Supervised:
- Director of Athletics
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- Director of Residence Life
- Director of Student Activities
- Director of New Student Programs
- Director of Multicultural Student Affairs
- Assistant Deans of Students (4)
- Student Life Staff (2)
- Director of Student Health Services
- Co-Director of Student Resource Center – Counseling
- Co-Director of Student Resource Center – Career Development
- Food Service Director (liaison)
- Director of Safety/Security
- Management role with Director of Campus Ministry (technically reports to President)

**Major Contacts:**
- President
- Cabinet members
- Deans/Directors (Administrative Council)
- Faculty/and all levels of staff
- All students (especially leaders and those in some form of struggle)
- Trustees
- Parents
- Alumni
- Local officials
- Members of the local community

**Demonstrates Excellence:**
- Looks beyond the “good” in areas of responsibility to see what’s “good” for the College and the students
- Listens well with the ability to analyze and synthesize information
- Communicates clearly with the written and spoken word
- Identifies the real problems/issues of a given situation and is part of the solution
- Maintains confidentiality and knowledge of federal guidelines for disclosure
- Advocates for, and challenges, students
- Deals with multiple and varying constituents at the same time
- When advice is sought, elicits confidence from superiors, colleagues and subordinates
- Plans for, creates and reacts to learning opportunities for our students

**Education and Work Experience:**
- Advanced degree in Educational Administration; Student Personnel in Higher Education
- 5 years’ experience in a Dean or Director level position within Student Affairs Division of College Community

**Analytic Skills:**
- 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:**
- 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:**

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Adobe Acrobat  _x_ None  ___ working knowledge  ___ intermediate  ___ highly proficient
Quark  _x_ None  ___ working knowledge  ___ intermediate  ___ highly proficient
Datatel  ___ None  ___ working knowledge  _x_ intermediate  ___ highly proficient
Internet Research  ___ None  ___ working knowledge  _x_ intermediate  ___ highly proficient

**Licenses, Certifications and Other Requirements:**
1. 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 Vice President of Student Affairs/Dean of Students, occasionally the employee is required to lift and/or move up to 10 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 be on call 24 hours, 7 days a week, 365 days a year.
- Ability to cope with highly stressful situations on a regular basis
- Capacity for mature judgment, having thick skin, lots of patience and wisdom to get through the year

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.