

Saint Michael's College Job Description

Job Title: Assistant Dean for Advising and Student Development

Department: Academic Affairs

Supervisor or Manager: Associate Dean of the College

Date Created: 12/07/2017

Last Revised: 7/20/2022

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:

The Assistant Dean for Advising and Student Development works in the Office of the Associate Dean to coordinate the academic advising program and collaborate with various offices and staff across the College on issues related to student support, academic advising, and retention.

Essential Duties and Responsibilities:

- Reports to the Associate Dean of the College and supports the functions of that office as directed on an ongoing basis, including working regularly with students in need and on academic probation, advising faculty on student concerns and conflicts, and corresponding regularly with student families
- Meets individually with students in need of general academic advising, particularly exploratory students and those wishing or needing to change majors
- Revises, produces, and maintains support materials and programs for students and faculty around academic advising and retention, and collaborates with the Associate Dean to provide student and faculty development in these areas
- Collaborates with Registrar and Associate Dean to support student degree planning
- Collaborates with Registrar and Associate Dean to operate advising and registration process for incoming first-year students
- Collaborates with the Registrar to advise transfer students
- Collaborates with colleagues in Academic Support (Academic Enrichment Commons) to provide programmatic support to students
- Collaborates and assists in the supervision of the Peer Tutoring Program, including the coordinator/Academic Support Assistant
- Promotes assistance for students in collaboration with other student support professionals (research librarians, international student support staff)
- Collaborates with various offices to support student success
- Serves on several campus committees, including Orientation, Retention, and Students of Concern
- Communicates with parents and families as needed around student support and experience
- Acts as a resource for faculty and instructors with various student situations and circumstances
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Develops and demonstrates multicultural awareness and contributes to cultivating an inclusive, diverse, and respectful college community. Demonstrates fair and inclusive behavior when interacting with staff, faculty, students, and visitors to the college. Promotes a flexible, collaborative, and inclusive work and living environment and engages in educational opportunities to increase awareness and understanding of diversity and inclusion
- Represents the office at various campus events
- **As Academic Advising Coordinator:**
 - Revises, produces, and maintains materials supporting faculty advisors

- Collaborates with Department Chairs and Program Directors as well as Career Education professionals to provide curricular and co-curricular degree maps for all major courses of study
- Collaborates with Associate Dean to provide faculty development in support of academic advising
- Develops and directs, with Associate Dean, an ongoing program of assessment for academic advising
- Collaborates with faculty, career education professionals, and Associate Dean to provide graduate and professional school preparation and advising programs
- Collaborates with Student Services offices across campus (CMAS, Veterans Affairs) to meet student advising needs
- Advises a caseload of Exploratory students

Positions Supervised:

- None

Major Contacts:

- Associate Dean of the College
- Registrar/Assistant Dean for Academic Affairs
- Dean of Faculty
- Department Chairs and Program Directors
- Administrative Assistant, Office of the Associate Dean of the College

Demonstrates Excellence:

- Seeks out the most current research and practices regarding academic advising and collaborates effectively across departments and campus offices for providing faculty and students clear information and support regarding degree requirements and co-curricular opportunities
- Facilitates the coordination and integration of all the elements of advising and student development; provides trustworthy and effective direct support to students in need of guidance in degree planning and professional development and/or support in managing personal issues that may interfere with success in order to provide adequate resources to students and develop and maintain a sense of trust and respect with the faculty as well as student services professionals across the College
- Works to inform and provide support to colleagues from across the College in discussions about the academic paths of specific students as well as development of programs and materials to facilitate success of all students
- Engages with students and constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development in supporting students with historically excluded, underrepresented, and minoritized identities
- Understands the impact, challenges, and barriers that racism, inequities, and bias have on developing systems of advantage and disadvantage relative to access and attainment in higher education

Education and Work Experience:

- Bachelor's degree required; Master's degree preferred
- Minimum 5 years working with students in an academic or student life capacity
- Familiarity with academic preparation; academic engagement; social engagement; family dynamics; financing college; student health and wellness; other issues affecting retention
- Proficiency in developing strategies for success: setting expectations and then supporting and holding students accountable so that they reach their goals

Analytic Skills:

- Ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required

Language and Literacy Skills:

- Prepares and delivers written and spoken information to various groups
- Effectively manages meetings
- Often in speaking, represents the institution to the audience

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Familiarity with scheduling software and learning management systems

Licenses, Certifications and Other Requirements:

- None

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 Advising and Student Development, the employee is occasionally 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:

- None

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.