

Saint Michael's College
Job Description

Job Title: Associate Dean of Advising and Student Development

Department: Academic Affairs

Supervisor or Manager: Dean of Undergraduate Education

Date Created: 03/13/2026

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:

Reporting to the Dean of Undergraduate Education (DUE), the Associate Dean for Advising and Student Development works in the Student Success Center to oversee our advising program. The AD coordinates outreach and development for professional and faculty advisors, supervises Students Success advisors and serves as a senior advisor to an SMC students, and collaborates with various offices and staff across the College on issues related to student support, advising, and retention.

Essential Duties and Responsibilities:

- Oversee the College's Advising Program, including training and supervision of Student Success Advisors, coordination and outreach for professional and faculty advising, and maintenance of systems and data pertaining to advising
- Provide support, training, and coordination of new and continuing faculty advisors, working to develop and enhance the quality of advising across the College
- Advise faculty on student concerns and conflicts
- Advise an assigned cohort of students and monitor progress to graduation, meet regularly with students in need and on academic probation, and participate in the Academic Review Board
- Advise students on violations of the College's Academic Integrity Policy and attend academic integrity hearings as needed in according with College policy
- Collaborate with Registrar and Dean to support student degree planning, including advising and registration for incoming and transfer students
- Revise, produce, and maintain support materials and programs around advising, and collaborate with the Dean to provide student and faculty development in these areas
- Communicate with parents and families as needed around student support and experience
- Represent the office as needed on committees and at campus events

Secondary Responsibilities:

- Report to the DUE, providing support for the functions of that Office as directed on an ongoing basis
- See 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.
- Understand 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.

Positions Supervised:

- Senior Student Success Advisor and Parent Liaison
- Senior Success Advisor

Major Contacts:

- Dean of Undergraduate Education
- Director of Career Education Center
- Associate Deans of the Faculty
- Registrar

- Associate and Assistant Registrar
- Program Directors

Demonstrates Excellence:

- Seek 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
- Facilitate the coordination and integration of all of the elements of advising and student development, and 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, develop and maintain a sense of trust and respect with the faculty as well as student services professionals across the College
- Work 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

Education and Work Experience:

- Master's degree or higher
- Minimum 5 years working with students in an academic or student life capacity

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:

- Prepare and deliver written and spoken information to various groups
- Effectively manage meetings
- Often in speaking, represent 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 Academic Programs, 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:

Saint Michael's College

Job Description

Job Title: Assistant Dean of Advising and Academic Programs

CC: FCOE

- 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.