

Associate Vice President for Student Affairs and Dean of Students

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| Classification | Full-time 12-Month Exempt |
| Department | Student Affairs |
| Reports To | Vice President for Student Affairs |

Job Function

Responsible for assisting the VPSA in providing a vibrant student development program based on well-developed and intentional student learning outcomes that facilitates student engagement and success. The AVP/DOS provides the main oversight of the Student Conduct Process and facilitates/supports the College's Title IX process as designated by the President and VPSA. The AVP/DOS is also responsible for supervising the following functions: Campus Activities (including New Student Orientation and Commuter Life), Widmann Art Gallery, Leadership Programs, Multicultural and International Student Programs, and Residence Life.

Essential Elements

1. Responsible for a student development program that promotes, supports, and challenges students in ways consistent with the mission of the College, its Catholic identity, and values of the Congregation of Holy Cross.
2. Creates educational opportunities that foster student development and an environment that promotes cultural diversity and inclusion (racial, ethnic, gender, sexual orientation, national origin, and religion).
3. Serves as assistant to the Vice President for Student Affairs, consulting on the division and College issues.
4. Serves as a chief student advocate and advises/supports students on personal, academic, and behavioral issues or circumstances. Refers students to resources, both on and off campus, as appropriate and works with various College offices and constituencies to coordinate support plans and assistance (i.e., including, but not limited to class attendance notifications, resource referrals, coach, or academic advisor collaborations, etc.).
5. Serves as the administrative contact for off-campus students.
6. Advocates student issues with college administration through contact with Student Government executive officers and class officers.
7. Develop with the Associate Vice President for Academic Success and Associate Vice President for Academic Affairs/Dean of Arts and Sciences a collaborative working environment across both institutional divisions to promote student-centered learning and service.
8. Develops long and short-term goals and objectives for AVP/DOS reporting departments in conjunction with direct reports and in consultation with the VPSA.
9. Coordinates assessments for the division to track progress on learning outcomes, goals, and objectives in coordination with the VPSA and department directors.
10. Develops operational and capital budgets for administrative office and student organizations in conjunction with staff and student leaders. In addition, oversees budgets within the office.
11. Serves as the College chief student conduct officer developing and interpreting student standards and policies, advising the Student Conduct Board, supervising administrative hearing officers, and supporting complainants and accused students through the process as outlined in the Student Handbook.
12. Facilitates the Title IX process for students, conducts regular Title IX process reviews alongside the VPSA, and serves in Title IX roles as designated by the President and VPSA (e.g., Title IX Coordinator, Deputy Coordinator, etc.).
13. Writes, develops, and edits publications including the Student Handbook, Off-Campus publications (brochure for parents and students), Alcohol and Drug Treatment Brochure, etc. in conjunction with other college departments.
14. Consults with various segments of the college community in the development of policies and regulations, as appropriate.

15. Serves as the College on-call and crisis management system coordinator for all student-related issues, including behavioral issues, victim assistance, off-campus incidents, and other emergencies as defined in the Emergency Procedures Manual, consulting regularly with Campus Security and crises on call staff.
16. Serves on the Emergency Management Team as designated by the VPSA and acts as a designated school official (DSO) for SEVIS/Homeland Security and maintains appropriate training.
17. Coordinates compliance with the Pennsylvania Sexual Assault Education and prevention requirements, the Pennsylvania Anti Hazing Policy and website posting twice a year, voter registration requirements, and the Drug-Free Campus Policy and Notices for students.
18. Advises faculty, staff, and students on the Student Records Policy/Family Education Record and Privacy Act., revises the policy as needed, and issues the annual notification.
19. Interacts effectively and regularly with parents/caregivers of students as appropriate and in support of student retention and success.
20. Serves on college committees as assigned: academic standing, student issues, student affairs, Middle States Association Self-Evaluation sub-committees, etc.
21. Oversees, along with the Associate Vice President for Academic Success, the Co-Directors of Holy Cross Experience 101.
22. To be approachable and visible to students and faculty at college activities, including social, educational, recreational/athletic, and ceremonial events.
23. Stay current in student development practice and higher education issues related to federal and state legislation, regulations, compliance requirements and legal issues.
24. Serve as a role model for students in an institution operated in the Holy Cross and Catholic traditions.

Non-Essential Elements

1. Assume other activities and responsibilities as directed.
2. Act in place of the Vice President for Student Affairs, in consultation with other senior staff members, in the Vice President's absence.
3. Provide orientation and training to staff.
4. Assists in promoting the College through activities with the Admission Office and Public Relations, as requested.
5. Performs other related duties as assigned.
6. AED/CPR certified.

Required Skills, Training, and Experience

1. Master's degree in student development, college student personnel or closely related field required, doctorate preferred.
2. A minimum of five years, post-masters, work experience is required with at least two years at the department director level.
3. Well-developed student advocacy skills
4. Significant knowledge and understanding of legal and compliance issues in higher education.
5. Proficiency in working with technology including Word, Excel, and administrative computing systems (e.g., Ellucian).
6. Record demonstrating a progression of development in student affairs positions.
7. Sound administrative, organizational, and interpersonal skills.
8. Ability to effectively collaborate with various College constituencies.
9. An understanding and appreciation of the history, values, and mission of a Holy Cross and Catholic institution.
10. Ability to communicate effectively with students, administration, faculty, parents, and the public.
11. Strong ability to manage crises effectively, both internally and externally, to the College.

Working Conditions

- Typical office working conditions.
- Evening and weekend work as required.