

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** Dean of Students

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 0-2187

**STATUS & GRADE:** E-NC

**DATE:** 10/2006

**DEPARTMENT:** Dean of Students' Office

**EDUCATION & EXPERIENCE REQUIREMENT:** Master's degree, doctorate preferred, in Student Personnel Administration or related field, plus seven (7) years in student personnel administration or related experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Work involves administrative skills requiring the ability to adapt and apply broad policy and direction to a variety of frequent complex situations. High level of independent judgment, resourcefulness, creativeness, and initiative is required. Errors are hard to detect or correct with very large loss potential.

**SUPERVISION GIVEN & RECEIVED:** Receives minimum direction from the Vice President for Student Services. Work methods are determined almost entirely by the incumbent who is virtually self-supervised due to specialized/knowledge and experience. Oversees managerial and professional staff.

**PRIMARY RESPONSIBILITIES:** Responsible for the following functional areas of student services: Judicial Affairs and Code of Student Conduct, Legal Services, and Dean of Students' Office. Represents students' needs to the university administration, faculty, and departments, and also transmits the university needs directly to students. Responsible for administration of a number of TSUS system, state, and federal administrative policies including student conduct and judicial affairs, solicitation and free speech on campus, and certain provisions of Family Rights and Privacy Act. Counsels students that are referred for disciplinary problems. Investigates charges, take statements, interrogates witnesses and makes recommendations on sanctions to be imposed. Represents University in appeals. Counsels in student academic problems by helping the student in direct referrals or in communication with the faculty or staff involved. Coordinates and oversees a wide variety of services and programs that directly support the mission of the Division of Student Services, such as Freshman Leadership, Alpha Lambda Delta honor society, Orange Keys, SHSU Parents' Association, Parent/Family Weekend, Co-curricular Transcripts, BOLD Leadership Program, FLASH Mentor Program, Who's Who, and SAM CARES (Committed Attitude, Responsible Educated Service). Serves as SHSU Crisis Team Coordinator. Makes decisions involving student affairs policies or procedures. Counsels with students. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Strong leadership skills and ability. Ability to exercise discretion and independent judgment. Skilled in the development of policies and operational procedures. Strong interpersonal skills. Asset and fiscal resources management skills.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**