UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION
Dean of Students

Working Title: Dean of Students
Hayes Hill Title/Level: Dean of Students (S), 12-month, 1.0 FTE
Position Reports To: Chancellor

Position Summary:
The Dean of Students is responsible for the overall leadership of a comprehensive Campus Life program which provides an institutional approach to enhancing learning outside the classroom, providing vision, coordination and a collaborative style in meeting the diverse and changing needs of students. The Dean is responsible for strategically developing and resourcing a campus life programming model that meets and responds to the current and future needs of the University community. The Dean of Students oversees strategic planning, both programmatic and student related, for Student Health and Counseling, Campus Recreation/Yellowjacket Union, Residence Life, Student Responsibility and Title IX. Duties include personnel supervision and evaluation, budget planning and oversight, assessment, technology planning, service excellence, crisis management and collaboration with other units, faculty and staff. The Dean of Students will establish the strategic direction and priorities key to strengthening the University’s Campus Life operations. The Dean of Students serves as a member of the Chancellor’s Cabinet.

Duties and Responsibilities:
1. Develop campus life and student affairs strategies consistent with the University’s mission and learning experience goals.
2. Work with faculty and staff to assess, evaluate and plan for retention initiatives and opportunities to enhance student involvement and engagement.
3. Advise Student government in maintaining a collaborative relationship with University administration.
4. Build relationships with members of the senior staff, faculty, and staff and students in order to enhance student learning inside and outside the classroom while maintaining effective relationships to inform and facilitate the work of the division.
5. Work closely with the Chancellor to address and adjudicate issues with student misconduct.
6. Consult with students individually and in groups; counsel and advise students who are having academic, behavioral or other difficulties.
7. Proactively predict student issues and concerns.
8. Support inclusive excellence and diversity initiatives on campus.
9. Work with University Campus Safety to participate in outreach and campus safety prevention programming.
10. Serve as point person for legal matters involving students.
11. Provide leadership for the student crisis response and all student crisis response protocol.
12. Plan, implement and assess student development efforts linking initiatives to the broader institutional mission of developing student’s intellectual maturity, personal responsibility, and public contribution.
13. Monitor and evaluate division and programmatic effectiveness, and when necessary, effect changes for improvement.
15. Serve as Title IX Coordinator.
16. Oversee personnel issues including hiring, promotion, and evaluation of direct report.
17. Prepare and administer the divisional budgets, management and accountability controls, policies and procedures.
18. Serve as a resource to staff and students regarding campus policies and UW System codes of conduct.
19. Serve on UW System, University, and Student Affairs committees.

**Knowledge, Skills, and Abilities:**
- Comprehensive knowledge of “best practices” in order to develop and implement goals and objectives’ that enhance and facilitate exceptional student affairs programs, student success, retention, and vibrant student life and which contribute to the mission of the University.
- Knowledge of and experience in project management, process improvement, budget preparation, and fiscal planning and ability to make informed data driver decisions.
- Knowledge of current issues and trends in student affairs programs and services.
- Knowledge of student learning outcomes, development and assessment.
- Strong supervisory and mentoring skills with experience in building and developing teams of motivated staff.
- Strong interpersonal relationship skills and the ability to interact effectively with diverse constituents.
- Skill in decision making, problem solving and collaboration.
- Ability to communicate effectively, both orally and in written format.
- Ability to manage in a style that is imaginative, decisive, innovative and proactive while remaining collegial, consultative, and open.
- Ability and to work with leadership across institutional divisions to achieve mission driven institutional objectives.
- Ability to think strategically, establish short term and long term goals, and have a proven track record for effective follow up.
- Ability to foster an environment of trust, equity, inclusiveness and mutual response.
- Expected to attend events on evenings and weekends.

**Minimum Qualifications:**
- Master’s Degree from an accredited institution.
- Three (3) years of progressive experience in managing and operating student affairs programs related to current and/or former student services and support.

**Preferred Qualifications:**
- Significant experience in student grievance resolution and behavioral intervention.