JOB DESCRIPTION

JOB TITLE: Associate Dean of Student Affairs  DEPARTMENT: Student Affairs

DIVISION: Dean’s Office  SECTION:

1. BASIC FUNCTION:

The Associate Dean works as part of a Student Affairs team with oversight responsibilities and program development activities for a variety of student functions. Special focus of functions includes but is not limited to, Residence Life and University Student Housing; Work Study, Career Assessment, Placement and Advancement; Internship and Bursary Programs. Of equal value is the role of the Associate Dean in providing administrative oversight in the running of the broad range of units under the guidance of the Dean of Student Affairs through leadership in the development of the Student Affairs strategic plan and by maintaining up-to-date performance evaluations of services and programs that are provided.

2. DUTIES PERFORMED:

   a. Manages policy and planning for each functional area assigned by the Dean of Student Affairs.
   b. Directs the strategic plan of the Office of Student Affairs and supervises its implementation.
   c. Evaluates operations and programs in light of changing needs, competitive services, and current best practices to assure quality and relevance.
   d. Examines appeals, petitions and other exception-based requests from students and referring matters as appropriate.
   e. Conducts periodic reviews to evaluate operational efficiency and effectiveness of staff and makes recommendations for change as appropriate.
   f. Oversees preparation and submission of the annual budget and develops appropriate cost estimates for capital and major operating expenditures.
   g. Liaises with AUB’s central IT staff and manages the Student Affairs Web Site to assure accuracy, relevance and timeliness of information.
   h. Under the direction of the Dean of Student Affairs, liaises with appropriate student and faculty committees and groups.
   i. Manages committees, working groups, task forces and similar groups as assigned.
   j. Ensures that policies and procedures are communicated effectively to the AUB community.
   k. Supports the Dean in the production and quality of Student Affairs manuals, publications and other informational materials.
   l. Assists in developing policies and procedures relating to student discipline and liaises with faculty, protection services, and others in establishing facts, conducting hearings and developing remedies.
   m. Represents the Dean in his absence or at his request.
   n. Performs other duties as assigned by the Dean of Student Affairs.

3. WORK CONTACTS:
Regular contact with Dean of Student Affairs and management staff of the Office of Student Affairs. Supervises work of professional and support staff and work study students. Frequent contact with students and visitors to the Dean’s Office. Maintains regular contact with faculty and executive, administrative, clerical and support staff of the University.

4. INDEPENDENCE OF OPERATION:

Reports directly to the Dean of Student Affairs

Completed work may be checked from time to time.

5. SUPERVISORY RESPONSIBILITY:

Gives work directions to the appropriate clerical and support staff and to work study students as assigned by the Dean.

6. PHYSICAL EFFORT: 7. WORK CONDITIONS:

Minimal physical effort. Clean and pleasant.

8. MINIMUM REQUIREMENTS:

a. Ph.D. degree strongly preferred.
b. Minimum five years’ experience in a student-focused academic administrative, advisory or management responsibility.
c. Outstanding interpersonal skills, sound judgment, and the ability to maintain confidentiality are essential.
d. Excellent command of spoken and written English. Arabic is preferred.
e. Working knowledge of current office applications software such as Microsoft Work and Excel, Microsoft Power Point, Access and Internet Explorer is desirable.
f. Must be available for evening and weekend assignment when required.