JOB DESCRIPTION

Job Title:	Dean of Student Affairs
Division:	Student Affairs
Reports to:	Vice President/Chief Operations Officer
FLSA Classification:	Exempt (Full-time)
Supervises:	Yes
Created / Updated:	May 15, 2023

POSITION OVERVIEW

The Dean of Student Affairs (DSA) is the primary student affairs officer and reports directly to the Vice President (COO). The DSA provides leadership and vision in administering a comprehensive range of programs and services related to campus programming and planning; assists in creating a campus culture that promotes the academic achievement and personal development of all students; assists with crisis response and institutional initiatives; advocates on behalf of students; fosters collaborative relationships among students, faculty, and staff – all with great sensitivity and responsiveness to the unique needs and challenges Native American (and Non-Native) students face and with the context of a tribal college setting.

The Division of Student Affairs currently consists of the following units: Student Success Center and the Path Breakers Program. Under the direction of the VP/COO, the DSA will lead the development of the following units over the next two years: Office of Cultural Engagement, Wellness Center, Student Services (including Student Conduct and Student Disability Services), the Office of DEISJ (which includes Title IX). The DSA is the primary college liaison with the Student Government.

The DSA is responsible for ensuring that Student Affairs provides specialized support, in collaboration with other College units, to optimize students' ability to achieve their academic goals and obtain the assistance they need to complete an AA degree, transfer to a four-year institution, and/or gain skills for employment. The DSA supports Student Learning Outcomes and Institutional Effectiveness by providing leadership in College-wide on-going, self-reflective dialogue that integrates the elements of Accreditation (ACCJC) Standards to provide a complete view of the institution and to promote quality and improvement in Student Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Provides leadership and supervision for the planning, organizing, and coordinating of the student affairs units while achieving institutional goals and objectives. Establishes and implements short and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Develops, implements, and coordinates campus and community-based programs that meet the varying needs of the student population. Works directly with students and student groups to provide support, advocacy, and resources. Provides oversight of student conduct.

- Designs, implements, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, professional development, and evaluation of division staff.
- Maintains a visible profile both on campus and with external constituencies and engages with the faculty, student, alumni, and staff communities. Anticipates and stays abreast of emerging issues, especially those related to Native American education; promotes strong professional development for the region and staff; and remains professionally active in research, scholarship, and the student development profession.
- Oversees development and submission of internal and external reports, assessment and evaluation of programs, and initiates improvements. Ensures that the operations of the units fulfill the academic mission of the University.
- Helps develops and manage the Student Affairs resources and budgets; ensures compliance with all federal/state and college policies.
- Assists with campus-wide crisis/emergency response and provides support to students and families in emergency situations.
- Implements policies and procedures in accordance with the provisions approved by College leadership and the Board of Trustees
- Leads the Student Affairs Leadership Team (SALT) and the Student Early Alert System (SEAS) Team.
- Coordinates and supervise the College's annual graduation preparation, student honors and awards, and commencement ceremony
- Advises and assists in the development of campus publications that promote pride, spirit, and tradition within the students.
- Recommends the employment, retention, promotion, dismissal, disciplinary action, and/or leave for staff in Student Affairs
- Promotes strong professional development for the college and staff
- Completes regular reports: monthly to the VP/COO, quarterly to the Board, annually as part of the College record for student affairs, and all reports required by Institutional Effectiveness, Accreditation (ACCJC), AIHEC, or the federal or state government.
- Maintains files and records and ensures compliance with FERPA
- Ensure completeness and compliance with College standards, policies, and procedures
- Maintains a positive, upbeat manner; promotes and exemplifies College values
- Other duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- Master's degree in relevant field required
- Five years of experience in a student services setting, with demonstrated leadership abilities

Required Technical / Other Skills and Abilities

- Demonstrated effectiveness in planning, administration, personnel, and fiscal management.
- Demonstrated effectiveness in working with a diverse student body, faculty, staff, other college/university constituents, and external organizations.
- Ability to work collaboratively with other campus units.
- A strong understanding of governmental programs, agencies, and laws that specifically address colleges and student issues.

- An entrepreneurial approach in supporting the growth of the College
- Innovative in problem solving
- Excellent interpersonal communication skills to represent Student Affairs and the College with enthusiasm and effectiveness.
- Sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of tribal and community colleges

PREFERRED QUALIFICATIONS

- Doctorate degree preferred
- Experience in a tribal college or in tribal education
- A strong record of success as a supervisor, including but not limited to performance evaluation, professional development, setting individual goals, and assessment of performance effectiveness
- 7-10 years in an educational administrative role preferred
- Native American applicants strongly encouraged to apply

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representativeof 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 disabilities to perform the essentialfunctions. See attached "*Physical Demands of the Position".*

CONFIDENTIAL INFORMATION

This position has access to confidential information – such as student records.

TRAVEL

This position may require travel.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibitsthe discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex,gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protectedcharacteristics. If you need special accommodation for the application process, please contact Human Resources.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to College needs.

Signed – Employee	*Date:*
Signed – Supervisor	*Date:*

Cc: Incumbent, Supervisor, Personnel File