Title: Dean of Students (Dean 2, D34)

Division: Enrollment Management/Student Affairs

Date: March 9, 2015, *Updated 10/1/2016*

Under the Direction of the Vice President of Enrollment Management and Student Affairs, the Dean of Students is responsible for creating and maintaining a safe, healthy and supportive campus environment that synthesizes the intellectual, physical, social, emotional and spiritual engagement and development of Ramapo College students. The Dean of Students serves as the second in charge of the Division of Enrollment Management and Student Affairs and is a campus leader and mentor to students, an external voice for Ramapo College to key constituents, and an advisor to the President's Cabinet on student affairs. In this role, the Dean of Students will bring to Ramapo College expertise in the support and development of college students and best practices to build a vibrant, innovative, resourceful and inclusive community within his/her direct areas of supervision, but also within the entire Division of Enrollment Management and Student Affairs and the College. The Dean is responsible for the leadership, direction, supervision and evaluation of the Center for Student Involvement (includes the Council for Faith and Spirituality), the Office of Specialized Services, the Center for Health and Counseling Services and the Office of Student Conduct, Office of Residence Life and Office of Violence Prevention.

The Dean is responsible for the selection, training and supervision of all staff in the units reporting to him/her, for the development and administration of policies and procedures that pertain to those units, and is responsible for the preparation of appropriate reports and publications regarding these functional units. The Dean is also responsible for assisting the Vice President of Enrollment Management and Student Affairs in the development of policies, procedures and planning documents, and represents the Vice President as requested.

<u>Duties:</u>

- The Dean of Students is responsible for the leadership, direction, supervision, and evaluation of the following entities:
    - The Center for Student Involvement (Student Activities, Robert A. Scott Student Center, Student Activities Revenue Management, the Women's Center, Equity & Diversity Programs, Civic and Community Engagement Center, Commuter Affairs, Fraternity and Sorority Life, Council for Faith and Spirituality, the Salameno Spirituality Center)
    - Office of Specialized Services
    - Center for Health and Counseling Services (Alcohol and Other Drug Programs)
    - Office of Student Conduct (Behavioral Intervention Team)
    - Office of Residence Life (Residential Programming and Housing Operations)
    - Office of Violence Prevention (Coordinator of Violence Prevention)

- Developing and implement an overarching philosophy of student development and experience;
- Work collaboratively with all College constituents to integrate the student development philosophy into the fabric of the College;
- Oversee the planning, assessment, and design of student affairs policies, procedures, and practices which foster and promote student learning, engagement, and success, and which support the educational programs of the College, including developing relevant and interesting evening and weekend programming for students;
- Serve as an advocate for the concerns of students;
- Responsible for upholding and enforcing the student code of conduct, and in accordance with policy, renders decisions on student appeals for high level cases.
- Serves as Deputy Title IX Coordinator
- Works in conjunction with the Director of Health and Counseling Services on administering the Involuntary Leave of Absence (ILOA) Policy and presides over ILOA hearings;
- Advises the Vice President of matters related to student life on campus;
- Maintains active and collaborative working relationship with Deans, faculty, and staff across the College to provide guidance for the retention of students;
- Recommend organizational structures, personnel and resources to deploy the philosophy of student development at all levels within Student Affairs;
- Remains up to date with state and federal legislation regarding student affairs and student services and ensures compliance ;
- Provides oversight to the Behavioral Intervention Team and takes appropriate steps with at-risk students to ensure that students and the campus at-large are safe and supported;
- Assist in crafting a welcoming and vibrant campus culture that promotes the academic achievement, personal development, and diversity and inclusion of all students;
- Prepare appropriate reports and ensures the requirements of relevant grants are fulfilled;
- Maintain the utmost confidentiality of information regarding students, supervisors, and other employees;
- Contribute to a safe educational and working environment by participating in all drills and training being prepared to take action should health or safety emergencies occur;
- Prioritize initiatives in accordance with the College's strategic plan and oversee the development and successful completion of strategic and operational plans;
- Provides staff with appropriate professional development and in-service training; Works closely with members of the Student Government Association in ensuring that an open dialogue remains between students and administration;
- The Dean of Student serves as a standing, voting member of the Committee on Academic Standards and Procedures (CASP).
- Provide crisis management
- Serve/Lead Committees
- Serve as the Advisor for the Student Trustee and Alternate Student Trustee

- Serves on the Academic and Student Affairs Committee of the Board of Trustees
- Organizational Units may be rebalanced based on the needs of the division.
- Other duties as assigned.

REQUIREMENTS

Seven to ten years of higher education administration experience with at least five (5) years' experience in a leadership role within Student Affairs (Director level or higher).

EDUCATION

Master's degree in education or related field is required.

ADDITIONAL QUALITIES/SKILLS/REQUIREMENTS

The ideal candidate will have the following professional qualifications and personal characteristics:

- Vision and innovative leadership with a keen understanding of student development theory
- Demonstrated success in working with students, staff, and faculty regarding student conduct matters.
- Strong analytical skills.
- Proven ability to balance strategic plans and operational detail.
- Superior communication skills and ability to communicate with enthusiasm and effectiveness and to work collaboratively with students, faculty, staff, administrators and alumni.
- Ability to maintain confidentiality in work related information and materials.
- Excellent leadership and managerial skills and the capacity to supervise and lead a student affairs staff.
- Problem solving skills to address day to day operations and emergencies;
- Demonstrated sensitivity, imagination and effectiveness in responding to challenging students and issues that arise in a residential campus.
- Demonstrated successful record of administration, including planning and budgeting, resource and personnel management, and program development
- Possess knowledge of governmental programs, agencies, and laws that specifically address college and student issues, including compliance with federal rules and regulations
- Demonstrated commitment to equity and diversity on a college campus
- Possess the ability to think intuitively, make effective decisions and take independent action