



## JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Dean of Student Life
<b>DEPARTMENT:</b>	Student Services
<b>FLSA:</b>	Exempt
<b>REPORT TO:</b>	Vice President for Administrative and Student Services
<b>POSITION SUMMARY:</b>	Provides leadership for the division of Student Life Services. Plans, recommends and monitors appropriate institutional budgets, Works with staff to create a professional, learning environment where students are encouraged and supported to excel.

### ESSENTIAL JOB FUNCTIONS:

1. To provides leadership in the day-to-day operation of student life activities.
2. To design, develop and operate student friendly departments within the Student Life Division.
3. To design and implement a student retention program for the college.
3. To coordinate the planning and implementation of community relations activities as they relate to Student Life Services.
4. To coordinate the planning and implementation of appropriate athletic programs.
5. To coordinate the planning and implementation of appropriate student organizations.
6. To coordinate student discipline hearings.
7. To supervise the campus nurse.
8. To coordinate the planning and implementation of appropriate activities for the cheerleaders and dance team.
9. To coordinate the efficient operation of student housing.
10. To maintain appropriate records and files.
11. To recommend staff committee assignments.
12. To participate in the college-wide planning process and institutional effectiveness of the college.
13. To assist with accreditation and certification processes.
14. To assist in the development, publication and enforcement of policies established by the.
15. To approve expenditures and monitors monthly budgets.
16. To supervise and evaluates staff in the performance of their duties.
17. To recommend new procedures to assist students in admissions and records.
18. To uphold all state and federal guidelines which pertain to student records.
19. To coordinate professional development for staff.

20. To participate in pertinent local, state, regional and national organizations.
21. To represent the college at community functions.
22. To serve as member of committees as assigned.
23. To support and implement the mission of the college.
24. To perform other duties and responsibilities as assigned by the Vice President of Administrative and Student Services or other administrative head(s)