

Position Description

Dean of Students University of Wisconsin – Eau Claire

The Dean of Students position has as its primary responsibilities: Collaboration with the Vice Chancellor of Student Affairs to promote student success and development across all offices in the Division of Student Affairs. This position also coordinates the administration of Student Disciplinary Procedures for the University of Wisconsin-Eau Claire. Along with others in the Office of the Vice Chancellor of Student Affairs, the Dean serves as an advocate for students and shares information with students, colleagues and other interested parties that promote student success.

Duties and Responsibilities:

1. Supervise the Assistant or Associate Dean of Students, Program Assistant, Student Legal Services, and Student Senate Office Operation.
2. Provide operational direction and coordination for the following student support services:
 - Counseling Services
 - Student Health Services
 - Violence Against Women prevention program (grant proposal stage)
3. Serve as Chief Judicial Affairs Administrator and coordinate informal and formal hearings. Coordinate administration of the University of Wisconsin System- Chapters 14 and 17 Student Disciplinary Procedures
4. Assist with formal student academic grievances and complaints.
5. Serve as the Advisor for Student Government
6. Coordinate On Call Response for Emergencies
7. Coordinate the Students of Concern Committee
8. Advise the Vice Chancellor and others in matters of student services.
9. Develop strategies for promoting student engagement and learning in collaboration with Academic Affairs.
10. Communicate effectively with students and other stakeholders.
11. Foster an inclusive University community and promote equity for all students.
12. Oversee outreach to diverse student populations to support institutional diversity and equity goals.

13. Supervise development of the Student Services and Standards Handbook and “Your Right to Know.”
14. Promote collaboration and innovation within the Division of Student Affairs and throughout campus.
15. Support the goals of the University’s mission, vision and strategic plan.
16. Represent the University internally and externally in student affairs, in areas such as:
 - Service on University or UW-System committees
 - Service on regional or national councils
 - Service in community organizations
17. Assist, or act in the place of, the Vice Chancellor as requested.
18. Perform other duties as assigned by the Vice Chancellor.

Qualifications:

- Masters degree required-Doctorate preferred. Degree should be in College Student Personnel Administration, Educational Leadership, Counseling or a related field.
- Significant experience with advising student clubs/organizations/student government
- Experience with Judicial Affairs and Disciplinary protocols (Preferred at least 5 years)
- Supervisory experience of student staff, graduate students and/or professional staff
- Preferred: A minimum of ten years working in Student Affairs/Higher Education in progressively more responsible positions.
- A commitment to provide an inclusive and welcoming campus climate for all