**Assistant Dean, Students Standard Job Description**

**Classification Title:** Assistant Dean, Students

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Assistant Dean of Students, under direction, provides direct oversight and management for the student code of conduct, judicial processes, and complaint processes.

**Essential Duties/Tasks:**

**40% Student Development and Support**

* Designs and implements student development programs, including workshops, seminars, and events that support academic, professional, and personal growth.
* Coordinates leadership training, mentorship programs, and peer support networks.
* Develops resources and materials to assist students in navigating their academic and career pathways.
* Organizes social events, student organizations, and extracurricular activities to build a sense of community among students.
* Promotes student involvement in campus-wide events and activities.
* Develops communication channels, such as newsletters and social media, to keep students informed and engaged.

**20% Student Retention and Academic Support**

* Develops and implements retention strategies to improve student persistence and graduation rates.
* Monitors student progress and identifies at-risk students through data analysis and early alert systems.
* Provides individualized support and intervention plans for students facing academic or personal challenges.
* Oversees a team that provides academic advising to graduate program students on course selection, degree requirements, and academic planning.
* Collaborates with faculty advisors to ensure consistent and effective advising practices.

**10% Program Evaluation and Reporting**

* Works with the Director of Policy, Compliance, and Assessment Programs to collect and analyze data related to student development and retention efforts.
* Prepares regular reports on program effectiveness and student outcomes.
* Uses assessment results to inform and improve programs and initiatives.

**10% Budget and Administrative Oversight**

* Administers and approves budgetary expenditures.
* Serves on designated University committees.
* Develops and maintains relationships with local authorities, community agencies, and leaders.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Master’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in a College or University setting.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Strong verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**