

Colorado Mountain College

Position Description

Title: Assistant Dean of Student Affairs (Residential Campus)
FLSA Classification: Exempt (Salary)
Hiring Salary Range: \$68,204.70 - \$75,783

Primary Responsibility

Under the general direction of the Associate Dean of Academic and Student Services, the Assistant Dean for Student Affairs is responsible for the delivery of services that provide support and guidance to students in accessing and successfully completing their academic goals. The Assistant Dean collaborates with others throughout the College and community to promote unity and further the vision and mission of Colorado Mountain College.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position, such as a Master's Degree from an accredited institution and 4 years of experience in a field within higher education student services that provide the education, training, and experience necessary to obtain the knowledge and abilities required to successfully perform the duties and responsibilities of the position; or a Bachelor's degree and 6 years of experience, or equivalent education and experience necessary for the position responsibilities.

Special Skills or abilities related to position: Knowledge of current principles, practices, and trends in higher education student affairs programming, state and federal laws, regulations and codes governing same. Ability to facilitate cooperation through discussion and consensus-building, analyze problems, identify alternative solutions, effectively lead a large team of professionals, knowledge and experience in student adjudication, experience with residential campus facilities, problem solve and communicate effectively orally and in writing.

Applicants must demonstrate a commitment to working in a culturally diverse environment and the ability to effectively work with students, employees, vendors, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Provide campus leadership and direction in student success program development and refinement
2. Oversee Campus Student Personnel Service and Support functions
3. Ensure campus compliance with governmental and judicial regulations

4. Serve as a Deputy Title IX Compliance Officer
5. Administer the campus student judicial system
6. Actively participate on the college wide Student Affairs Leadership Team to share and learn compliance updates, collaborate on best practices and consistent systems college wide.
7. Administer Immigration and Naturalization Service requirements for international students
8. Assess student service success outcomes at campus level
9. Assist in maintenance and/or development of student-related handbooks

Special Conditions of Employment

Successful completion of a background check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; lifting, carrying, pushing or pulling objects up to 25 lbs., occasionally up to 50 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

Supervision of the Position

This position receives general direction from a senior level administrator.

HR Reference Information:	
Position group and code:	155010 @ 75
Date of review:	01.09.2020

110.83361.3

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.