

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: ASSISTANT DEAN OF STUDENTS**

**Reports To:** Designated Supervisor

**UW Job Code:** 3019

**UW Job Family:** 34 - Student Service Administration

**SOC Code:** 25-9099

**FLSA:** Exempt

**Pay Grade:** 25

**Date:** 2-21-01 (revised 7-16-01; 7-1-02; 1-21-03; 7-1-04; 1-24-06)

### **JOB PURPOSE:**

Assist the Dean of Students in the management, control, evaluation and decision-making within the Office of Student Life and on-campus; provide direct services to students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist the Dean in the management, control, evaluation and decision-making within the Office of Student Life and campus; supervise specific program areas, assess student outcomes and coordinate program resources of the Office of Student Life; assist with hiring decisions and interpretation of University Regulations.
- Direct campus student leadership development programs, including the management of fiscal programming resources from multiple campus sources and grants.
- Assume full administrative responsibility for the Office of Student Life program, personnel and fiscal resources during the Dean's absence.
- Provide direct services to students and assist in meeting requests for the delivery of consultation and outreach programs to student service and academic departments.
- May provide administrative support, leadership, training, assistance and supervision for university-recognized national fraternities and sororities; design, coordinate, implement and evaluate services and programs in cooperation with and for these organizations.
- May provide administrative support and oversight for the leadership of the Associated Students of the University of Wyoming (ASUW) including administrative direction of combined ASUW budgets, and supervision of the ASUW Business office.
- May direct the administrative, budgetary, personnel and operational functions of the Office of Multicultural Affairs, Multicultural Resources Center, Rainbow Resources Center, Multicultural Affairs Graduate Program, and SRAP and develop new programs.

- May provide leadership, administration, and programming to meet the needs of multicultural and LGBT populations at the institutional, divisional, regional, state, local, tribal and national levels.

### **SUPPLEMENTAL FUNCTIONS:**

- Prepare budget reports/recommendations; participate in budget analyses and preparation and unit planning by establishing project goals and objectives.
- Represent the Dean at university executive-level meetings and committees in his/her absence.
- Some travel may be required.

### **COMPETENCIES:**

- Collaboration
- Initiative
- Integrity
- Adaptability
- Formal Presentation Skills
- Stress Tolerance
- Visionary Leadership
- Developing Organizational Talent

### **MINIMUM QUALIFICATIONS:**

Education: **Master's degree in Counseling, Psychology, Education, or related field**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Student government programming, administration and leadership.
- Fraternity/sorority programming, local and national risk management policies and financial accountability requirements.
- Minority student programming.
- Student leadership development programs.
- Budgeting and fiscal management.
- Student services development and implementation.
- Consulting and outreach programs.
- Time management and supervisory skills.
- Applicable University, state and federal regulations, policies and procedures.
- Student development theory and student personnel administration.
- Crisis intervention techniques.
- Organizational structure, workflow, and operating procedures.
- Student support programs and services.

Skills and Abilities to:

- Effectively communicate and coordinate projects.
- Provide effective student programs catered to individual program needs.
- Resolve conflict.
- Solve complex problems.
- Provide budget management, planning, assessment, goals and strategies.
- Make administrative/procedural decisions and judgments.
- Supervise and train staff, including prioritizing, and scheduling work assignments.
- Work and communicate effectively, both orally and in writing, with a wide range of constituencies in a diverse community.
- Plan, implement, and evaluate programs.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Develop, plan, and implement short- and long-range goals.
- Budget preparation and fiscal management.
- Foster a cooperative work environment.
- React calmly and effectively in emergency situations.
- Use independent judgment, manage, and impart information to a range of clientele.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.