

Associate Vice President for Student Affairs and Dean of Students

PD No.:PD-6937

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* SB-Student Affairs - VP - BS0100

Job Code/Employee Classification:* Administrator III
Job Code: 3306

Classification Title: Administrator III

MPP Job Code:

Position Number: Associate Vice President for Student Affairs and Dean of Students
Position no: SB-00001244

CSU Working Title:* Associate Vice President for Student Affairs and Dean of Students

Salary Range/Grade: 3306-RANGE A-Grade-1
Minimum: \$ 6,563.00
Maximum: \$ 21,066.00
Pay Frequency:

Reports to Supervisor: Paz Oliverez

Reports To:* Vice President for Student Affairs
Position no: SB-00005090

Campus:* San Bernardino

Division:* Student Affairs

College/Program:* Student Affairs Division

Department:* Student Affairs - VP - BS0100

FLSA Status: Exempt

Hiring Type: At-will

Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Conflict of Interest:* A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property: Yes

Authority to commit financial resources: Yes

Access/control over cash cards and expenditure: Yes

Access/possession of master/sub-master keys: Yes

Access to controlled or hazardous substances: No

Access/responsibility to personal info: Yes

Control over Campus business processes: No

Responsibilities requiring license or other: No

Responsibility for use of commercial equipment: No

Is this a Campus Security Authority (CSA): Yes No

Serves a security function: Yes

Designated recipient for crime/misconduct reports: Yes

Significant responsibility for Student Activities: Yes

Significant responsibility for Campus Activities: Yes

Job Summary/Basic Function:*

• Reporting to the Vice President for Student Affairs, the Associate Vice President for Student Affairs and Dean of Students (AVPDOS) is a member of the Division of Student Affairs Leadership Team and a larger leadership team that includes student affairs directors and the university's administrative council. The AVPDOS serves as second-in-charge of the division and has direct administrative responsibility for the following areas: Associated Students Incorporated, Basic Needs & Student Support, Children's Center, Student Conduct and Ethical Development, Santos Manuel Student Union, Student Recreation and Wellness Center, Department of Housing and Residential Education, Office of Student Leadership & Engagement, and the CARE team. In coordination with the Associate Dean of Students, the AVPDOS oversees the establishment and training of hearing panels, assures the adjudication of student code of conduct violations, and coordinates the Division of Student Affairs response to student emergencies. In addition, the AVPDOS advises the Vice President on matters pertaining to student engagement and success; develops, implements, and assesses programs, services, and initiatives that enhance the overall student experience on campus; and serves as an advisor to Associated Students Incorporated.

Minimum Qualifications:*

• A master's degree in a related field and the equivalent of 10 years of experience are required.

Required Qualifications:

- Compassionate, accessible, transparent, ethical leader with excellent communication skills to clearly articulate vision, direction, and purpose and earn the respect and confidence of the faculty, staff, students, parents, and alumni.
- Ability to effectively manage daily activities and operations while always being cognizant of the larger issues impacting higher education on a regional, state, and national level.
- An understanding and deep commitment to social justice and demonstrated cultural competence with a strong belief in the value of diversity in enriching the learning experience and the quality of life on campus.
- A commitment to infusing a student-centered approach to learning and engagement throughout the department's programs and services.
- A truly inspirational leader that students and staff believe in and support; fully embraces educational access and equity as the foundation of the division's work.
- Strong community builder and collaborator, capable of building bridges to departments, faculty, staff, students, and the community of San Bernardino.
- Awareness of campus climate issues and a commitment to effectively address these issues in an open, collaborative manner.
- Credible, engaging, supportive, transparent, and approachable supervisor with knowledge of the responsibilities of each staff member's position, respect for their work and contributions, and adept at advocating for staff and students, their programs, and needs.
- Highly energetic individual with a strong sense of self and ability to appropriately infuse humor and enthusiasm into the workplace and campus community.
- Strong supervisory experience with a proven ability to engage in identity-specific supervision, mediate conflicts, and make tough decisions when necessary.
- A passion for working with students combined with an ability to genuinely connect with, support, and relate to a highly engaged, diverse, and intelligent student body by being visible and accessible to all students, attending student events of all kinds, and serving as a strong resource.
- Profound interest in student development with a broad knowledge of student life, best practices, the profession, and a commitment to encourage and support professional development experiences at all levels within the division.
- A proven record of implementing change, establishing a vision and direction for an office/department, motivating staff and students to embrace change, and successfully creating new programs and initiatives to enhance the quality of campus life for all students.
- Commitment to using best practices, technology, and innovation to continually provide students with cutting-edge programs and services.
- Demonstrated leadership ability with excellent management skills and the ability to manage feedback with constructive action and build a solid framework to effectively develop and manage a complex, student-centered division.
- Capacity to genuinely care for others, listen to their concerns/needs, and make changes to increase staff morale and effectiveness.
- Understanding and appreciation of how academic affairs and student affairs intersect to provide a holistic experience for students.
- Familiarity with Title IX, women's issues, gender equality, and sexual misconduct concerns, and commitment to creating appropriate policies to effectively support students, services, and programs.
- Strong crisis management skills and demonstrated experience successfully working through crisis situations, with knowledge of mental health issues and laws impacting campus professionals and students.
- Solid understanding of student activism, protests, demonstrations, and the First Amendment.
- Skilled in the collection of data and ability to analyze and make educated decisions.
- Proficient at formulating policies and protocols to guide and support the work of the department.
- Capacity to equally hold staff accountable and celebrate accomplishment and positive contributions.
- Strong commitment to the professional development and mentoring of all staff.
- Understanding and experience with the use of social media to connect with students and the campus community.
- The ability to work effectively and develop positive working relationships with diverse constituents, including staff, students, faculty, and the external community; significant experience administering student conduct and disciplinary procedures; experience advising student organizations and clubs; excellent analytical and communication skills; and experience in program development and assessment.
- The ability to navigate circumstances that require effective negotiation, mediation, and conflict resolution skills. Knowledge of general business practices and fiscal management is also helpful.

Preferred Qualifications:

- Doctoral degree in higher education, student affairs or related field.

Special Conditions:**License / Certification:**

Valid CA driver's license with state mandated insurance

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Assistant to the AVP for Student Affairs/Dean of Students
 Executive Director, Associate Students, Inc.
 Executive Director, Santos Manuel Student Union
 Director, Recreation & Wellness
 Director, Children's Center
 Director, Housing & Residential Education
 Director, Office of Student Engagement
 Associate Dean of Students, Director of Student Conduct & Ethical Development
 Director, Basic Needs & Student Support

Job Duties**JOB DUTIES**

% of time	Duties / Responsibilities	Essential / Marginal
50%	<p>Student Life</p> <ul style="list-style-type: none"> Working effectively with diverse constituents, including students, staff, faculty, and members of the external community; Assisting in establishing a student culture that is supportive of diversity, equity, inclusion, where students respect differences, take responsibility for their actions, exercise leadership and feel a sense of belonging; Overseeing the establishment and training of hearing panels; assures the adjudication of student code of conduct violations; Serving on appropriate University, system wide, local, regional, or national committees; and Supporting adherence to the accomplishment of university and division values, vision, mission statements, and strategic plan. 	Essential
20%	<p>Management:</p> <ul style="list-style-type: none"> Supervising professional and/or administrative staff members (state, auxiliary, and foundation) and student assistants. Interview, hire, train, supervise, monitor, and evaluate all management personnel. Implement, monitor, and evaluate progress of students. Compile and write University reports. Serve as liaison between support services departments within the campus community and Student Affairs. Maintain regular communication with staff. Attend appropriate University and/or community meetings. Establish and maintain positive working relationships with faculty and staff. Work closely with all units to ensure services align to improve retention rates annually. 	Essential
20%	<p>Special Projects:</p> <ul style="list-style-type: none"> Assisting the vice president by providing reports, preparing analytical studies, and drafting, recommending, and administering policies, while serving as an advocate for the needs of students. Lead and guide the university's CARE Team in support of students, including crisis intervention, campus and community outreach, and basic needs. Attend regional and national conferences to deliver papers. Participate in Student Affairs committees in support of division and campus strategic planning efforts. Other special projects as assigned. 	Essential
5%	<p>Budget:</p> <ul style="list-style-type: none"> Overseeing the development, maintenance, and maximum utilization of departmental budget. Collaborate with University and Community partners to identify and secure external resources and funding to support student life areas. 	Essential
5%	Other Duties as Assigned	Marginal

SELECTION CRITERIA

i There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Constantly - Essential
Crawling:	Never
Decision Making:	Constantly - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally - Essential
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Never
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Never
Sitting:	Constantly - Essential
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	Reading and comprehending, writing, communicating verbally, reasoning and analyzing
Other Physical and Mental Req No.1 Frequency:	Constantly - Essential
Other Physical & Mental Requirement No. 2 Description:	
Other Physical and Mental Req No.2 Frequency:	
Other Physical & Mental Requirement No. 3 Description:	
Other Physical and Mental Req No.3 Frequency:	
Other Physical & Mental Requirements:	

Environmental Requirements

Drive motorized equipment:	Occasionally - Essential
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Excessive Noise:	Occasionally - Essential
Hazards:	Never
Outdoor:	Occasionally - Essential
Elevated Work:	Never
Extreme Temperature (hot or cold):	Occasionally - Essential
Indoor (Typical office environment):	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:	Incumbent will be required to travel between SB and PD campuses in support of student life and management of the student affairs division.
Other Environmental Req No.1 Frequency:	
Other Environmental Requirement No. 2 Description:	
Other Environmental Req No.2 Frequency:	
Other Environmental Requirement No. 3 Description:	
Other Environmental Req No.3 Frequency:	
Other Environmental Requirements:	

POSTING DETAILS

Advertising Summary:

Advertisement text:

USERS AND APPROVALS

Justification for Position:	<p>Justification Summary:</p> <p>Anticipated hiring range: \$170,000 - \$190,000</p> <p>Budget/Chart field/Account string: 601822 - SB001 - B0100</p> <p>Working Hours: Monday - Friday, 8 AM - 5 PM with evenings and weekends required in support of the oversight and management of the Division of Student Affairs, campus operations, and addressing crisis situations</p>
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Hiring Administrator:*	<p>Mary Christine Ulatan Robles</p> <p>Email address: Mary.Robles@csusb.edu</p>
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Approval process:*	SB-HR-Position Description Approval (MPP Replace)
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1. Hiring Administrator:	Paz Oliverez  Approved Feb 19, 2024
2. Budget Dept:	CSUSB Budget Department  Approved Feb 19, 2024
3. VP/VP Delegate:	Mary Christine Ulatan Robles  Approved Feb 23, 2024
4. Cabinet:	Katherine Hartley  Approved Feb 27, 2024
5. TA Administrator:	Julio Arevalo  Approved Mar 1, 2024

HR/Faculty Affairs Representative:*	<p>John Ronald Gungon</p> <p>Email address: John.Gungon@csusb.edu</p>
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