



<h1>MPP POSITION DESCRIPTION</h1>

Department: Student Affairs
Working Title: Associate Dean of Students
Time Base: 1.0
Class Code: 3312
Position Number: 00002937
MPP Job Code: S12D

Position Reports To: AVP & Dean of Students
Classification: Administrator II
Range Code: 1
Exempt or Non-Exempt: Exempt
Last Update: 5/15/2024
Worksite Options: On-site

PURPOSE OF POSITION:

Under the general supervision of the Associate Vice President & Dean of Students (DOS) at California State University San Marcos (CSUSM) the Associate Dean serves a key leadership role in the Dean of Students Office. The ADOS oversees the office operations of the Dean of Students Suite and is the primary point of contact for “students of concern” about whom members of the university community are concerned for the student’s own welfare or for the student’s potential or actual impact on others on campus. The Associate Dean will consult with faculty, staff and students to develop interventions designed to address the concerns unique to each situation. Also, the Associate Dean serves as the primary liaison to the Colleges of issues of classroom behavior/ issues. The Associate Dean will play an important role in the university’s violence prevention, threat assessment, and behavioral intervention functions and will develop and implement training to inform the campus community about university resources and protocols. The Associate Dean also provides general leadership and oversight of the Cougar Care Network, Basic Needs, and Student Conduct & Ethical Development areas within the Dean of Students Office. As needed, the Associate Dean serves as a CSUSM student conduct administrator under the general direction of the Dean of Students.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Leadership/Management	40%
2. Strategic Planning	10%
3. University/Community Partnership	20%
4. Functional Oversight Management	30%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. LEADERSHIP/MANAGEMENT:

Acts as a change champion. Leads courageously by addressing difficult issues. Works to resolve issues at the peer level and takes measures to mitigate future issues. Supports and moves new initiatives forward. Identifies current and future challenges and proposes effective solutions. Understands what issues require a “sense of urgency” and handles accordingly. Ensures confidentiality around sensitive issues. Facilitates an environment that motivates, empowers, and inspires commitment from employees. Assumes good intent with one another and work on the premise of trust. Demonstrates commitment to creating and sustaining a diverse and inclusive workforce. Provides clear direction. Communicates effectively and with purpose. Creates and implements methods for improving individual and team performance. Builds effective teams committed to organizational goals. Works with a spirit of collaboration, inclusion, respect and collegiality. Takes ownership of issues and demonstrates accountability. Creates an environment in which employees are recognized for their accomplishments and contributions to the success of the team. Builds competence in others through effective coaching, performance management and mentoring. Supports and encourages professional and career development for employees. Fosters a culture of support and success for new hires by utilizing effective onboarding methods. Understand the university’s mission and vision and how the department/division work activities and goals support the mission. Ensures cross-divisional support and participation. Recognizes, understands, and appreciates different roles across the institution. Identifies and calls advocacy behavior. Speaks and advocates with one common voice. Determines, effectively allocates, and coordinates resources.

2. STRATEGIC PLANNING:

As a strategic partner, recommends, creates, and implements long and short-term strategic plan goals and operational plans for the Dean of Students. Ensures the Dean of Students’ goals align with and support the overall mission of the university. Motivates and encourages commitment to achievement of strategic plans. Effectively communicates the strategic initiatives. Accomplishes strategic goals for the Dean of Students.

3. UNIVERSITY/COMMUNITY PARTNERSHIP:

As a member of the campus community, ensures a community focused strategy to support the university's mission. Identifies and anticipates community needs. Builds effective strategic alliances internally and externally. Collaborates with business partners in the achievement of university goals that support the university's mission. Initiates and develops strong working relationships with the community. Recognizes the importance of collective strength, knowledge, and information. Actively solicits and acts upon feedback. Develops and implements solutions. Successfully negotiates through persuasion. Gains support and commitment from others. Works to find common ground and group consensus. Takes the necessary measures to solicit and influence internal and external support. Demonstrates commitment to diversity.

4. FUNCTIONAL OVERSIGHT/MANAGEMENT:

The Associate Dean of Students oversees the effective management of all activities and programs in the areas of Cougar Care Network (Care Program), Basic Needs, and Student Conduct & Ethical Development. The ADOS provides oversight for the operations of the Dean of Students Suite. The Associate Dean of Students serves a primary coordinator of the CSUSM CARE (Campus Assessment, Response, and Education) Team logistics and training.

The Associate Dean of Students supervises the Senior Student Conduct Administrator. The incumbent will ensure the proper interpretation and application of Title V of the California Education Code Section 41301 (CSU standards of student conduct) and CSU Executive Orders which govern student conduct processes. The incumbent will be responsible for ensuring the following are met: conducting unbiased investigations, evaluating evidence, developing appropriate sanctions for student conduct violations, negotiating informal settlement agreements with students, and representing the University in formal student conduct hearings. The position will also involve communication with university personnel, family members of students, and other constituents as appropriate per relevant laws and policies.

The Associate Dean of Students supervises the Director of Cougar Care Network/Senior Case Manager who oversees the day-to-day operations of the Cougar Care Network and Case Management. programs. The incumbent assesses and identifies patterns of student concerns and collaborates campus constituents to determine steps to address the needs. The Associate Dean of Students works closely with the academic college leadership, university police, housing and residential education, student health and counseling services, student life, and other key areas to advocate for students and their ongoing and ever- changing needs.

The Associate Dean of Students supervises the Basic Needs Specialist in partnership with the Dean of Students. The Basic Needs Specialist coordinates and convenes campus partners doing basic needs work. In partnership with the Director of CCN, the Basic Needs Specialist provides direct basic needs support to our students.

The Associate Dean of Students will develop and implement a variety of policies, protocols, trainings, and resources to inform the campus community and relevant constituents to ensure informed and collaborative student support. The Associate Dean will assess institutional needs, develop and implement policies, procedures, strategic plans and outcomes assessments for areas of responsibility to ensure alignment with divisional and institutional mission, vision and values as well as compliance with federal and state regulations. Serves as a representative of the Dean of Students on various university committees as needed.

SUPERVISION OF OTHERS:

- Director of Cougar Care Network/Senior Case Manager (Admin I)
- Director of Student Conduct & Ethical Development (Admin I)
- Basic Needs Specialist (SSP III)
- Administrative Support Coordinator (ASC I)

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Daily/weekly interaction with students, faculty and staff; Dean of Students; Dean of Students Office staff; University Police; Student Health & Counseling Services; Disability Support Services; campus housing personnel' AVP for Student Affairs; Student Affairs leadership teams. Collaborate with Faculty Affairs, Office of Human Resources, Legal Counsel, and other campus or Chancellor's Office personnel to gather/provide information and to collaborate on various issues.

REQUIREMENTS OF POSITION:

1. List education and experience required

- Master's degree in Social Work, Counseling, Student Personnel Services, Higher Education Leadership, or related field **plus** five (5) years of progressively responsible work experience in the areas of Student Conduct, Case Management, and/or Behavioral Intervention which includes a minimum of two (2) years leading and/or supervising the work of others; or an equivalent combination of education and experience.
- Experience providing leadership for crisis management and conducting complex investigations within a collegiate population.
- Preferences
 - i. Demonstrated commitment and ability to advance the University's goals in the areas of diversity and inclusive excellence.
 - ii. Doctorate in Social Work, Counseling, Student Personnel Services, Higher Education Leadership, or related field.

2. List knowledge, skills, and abilities required for this position.

- Leadership / Vision:
 - Commitment to CSUSM's mission and goals as a student-centered university dedicated to teaching excellence and active learning with a university first perspective and a customer focused strategy.
 - Ability to establish a clear and understandable vision for the (Department Name), engage the university community in the implementation of the vision, and build the operational components to execute the vision.
 - Ability to lead and enable groups of people to face challenges and achieve results in complex conditions.
 - A commitment to diversity, inclusiveness and access in all areas of the university.
- Management / Conflict Resolution / Problem Resolution / Initiative / Continuous Improvement:
 - Successful experience managing a complex organization.
 - Experience building and managing an effective world-class team dedicated to organizational goals and high performance.
 - Experience with directing, supervising, motivating and inspiring others; measuring the performance of people, teams and organizations, and assessing performance and progress.
 - Familiarity with collective bargaining and administering corrective action as appropriate in a collective bargaining environment.
 - Ability to develop and support on-going learning and professional development for staff, managers and emerging leaders.
 - Ability to lead courageously by addressing difficult issues.
 - Ability to prioritize and handle issues based on sense of urgency and importance of the issues.
 - Ability to ensure confidentiality around sensitive issues.
 - Ability to initiate and support innovation with creativity, openness to change, flexibility, responsiveness, and future focus.
 - Ability to apply quality management techniques of continuous improvement and employee involvement to assess and improve services, promote campus culture and build teams.
 - Ability to identify current and future challenges and propose and implement effective solutions.
 - Experience making effective decisions with sound analytical ability, good judgment and strong operational focus.
- Communication:
 - Excellent oral and written communication skills.
 - Ability to communicate effectively and with purpose to a variety of audiences.
 - Successful negotiation and persuasion skills.
- Strategic planning / Goal Setting:
 - Experience in strategically supporting growth and/or change.
 - Experience creating and implementing long and short-term goals.
 - Experience in determining and coordinating resource allocations.
 - Ability to collaborate with multiple entities to plan and accomplish the objectives set forth in the university's strategic master plan, coordinating ongoing multiple large and complex projects from conception to completion in a centralized and highly regulated environment.
 - Ability to find solutions that result in prudent decisions, to promote mutual satisfaction and positive action, and to develop imaginative approaches to achieve individual, unit and institutional strategic initiatives.
 - Ability to apply forward-thinking and creative thought with high ethical standards to develop strategic vision.

- Teamwork / Collaboration:
 - The ability to work effectively and build strong alliances internally and externally with a broad range of individuals to bring the University community together around shared goals.
 - Ability to recognize, understand, and appreciate different roles across the institution.
 - Functional Area Expertise:
 - Proven ability to intervene with students regarding their behavior
 - Proven ability to manage crises involving students
 - Expertise employing effective individual counseling interventions and advising skills when working with students
 - Ability to maintain confidentiality and discretion in all aspects of the position
 - Demonstrated ability to interpret and clearly communicate to the University community and constituents regarding the various policies and protocols related to the position
 - Thorough knowledge of student development theory within a multicultural context and demonstrated success developing programs and services to meet the needs of a diverse student body.
 - Experience developing training tools in multiple media to inform the campus community about resources, rights and responsibilities in working with students of concern.
3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**
 - Standard office and communication equipment.
 4. **List unique working conditions**
 - Occasional overnight travel.
 5. **Other Employment Requirements**
 - The person holding this position is considered a '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](#) as a condition of employment. Limited Reporter
 - This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under disclosure category: 2
 - This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
 - Must participate in required campus trainings including, but not limited to, Sexual Harassment Prevention training “EDU Supervisor: Anti-Harassment, Discrimination, Retaliation”; Information Security Awareness Training; and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.
 - Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position is subject to ongoing review for designation as a Campus Security Authority. Individuals that are designated as Campus Security Authorities are required to immediately report Clery incidents to the institution and complete Clery Act training as determined by the university Clery Director.

PHYSICAL EFFORT, MENTAL EFFORT AND ENVIRONMENTAL FACTORS:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting				X	
2. Standing		X			
3. Walking		X			
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead	X				
	X				
8. Crouching					
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling	X				
16. Driving cars, trucks, forklifts and other equipment					
17. Being around scientific equipment and machinery					
18. Walking on uneven ground					

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less		X			
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms			X		
14. Repetitive use of legs	X				
15. Eye/hand coordination				X	

Yes	No
X	
	X
	X

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing others					X
2. Writing		X			
3. Using math/calculations		X			
4. Talking			X		
5. Working at various tempos					X
6. Concentrating amid distractions					X
7. Remembering names			X		
8. Remembering details					X
9. Making decisions					X
10. Working rapidly					X
11. Examining/observing details					X
12. Discriminating colors	X				

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside		X			
3. Humid	X				
4. Hazards	X				
	X				
5. High places	X				
6. Hot					
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Change of temp	X				
	X				
11. Dirty					
12. Dusty	X				
13. Odors	X				
14. Noisy	X				
15. Working w/others					X
16. Working around others					X
17. Working alone		X			

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director/AVP (optional)

Print Name: _____

Signature: _____

Date: _____