

Dean of Students  
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=122662>

Downloaded On: Sep. 17, 2019 1:26pm

Posted Apr. 30, 2019, expired Aug. 30, 2019

<b>Job Title</b>	Dean of Students
<b>Department</b>	
<b>Institution</b>	Erie Community College Buffalo, New York
<b>Date Posted</b>	Apr. 30, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Dean
<b>Academic Field(s)</b>	Student Affairs
<b>Apply Online Here</b>	<a href="https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/South-Campus---Orchard-Park/Dean-of-Students_J0000262">https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/South-Campus---Orchard-Park/Dean-of-Students_J0000262</a>

**Apply By Email**

**Job Description**

\*Department:\*  
Dean of Students—South

\*Salary/Hourly\*  
\$63,912.81 Annual

\*Union/Position Status:\*  
AAECC FT

\*Posting Closing Date:\*  
May 29, 2019

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Please note that the posting will close at midnight (12:00 AM) on the posting closing date. This means any applications must be submitted by 11:59 PM the evening before.

**\*JOB DESCRIPTION\***

**\*DISTINGUISHING FEATURES OF THE CLASS\*:**

Under the Supervision of the Vice President for Student Affairs, the Dean will serve as the strategic and operational champion on an assigned campus to enhance student success by developing and implementing strategies to advance student development, learning, engagement, retention and completion. The Dean is responsible for overseeing Student Conduct, Student Support Services and Student Life, and engages in student advocacy through policy development, committee participation, and cross campus collaboration. The incumbent will work closely with Academic Deans, Directors and Community Partners to foster opportunities for co-curricular activities to support student development, academic achievement and advance the College's mission.

The Dean of Students oversees a portfolio that may include Student Conduct, Student and Community Engagement (that is inclusive of all SUNY Erie's student populations including but not limited to adult learners, international students, transfer students, first generation and underrepresented groups), Health Services, Student Advocacy and Case Management for populations considered at-risk for non-degree completion, Student Success and Retention Initiatives. Additionally, the Dean may serve as an advisor to students and student organizations; oversee the planning and coordination of student and community events and functions; and is responsible for collaborating with the Office of Equity and Diversity to support the College's diversity agenda by cultivating a more inclusive campus climate, overseeing the contemplation rooms and safe spaces on the assigned campus and making recommendations to the Vice President for Student Affairs on the development of campus policy. The Dean serves on committees as assigned by the Vice President for Student Affairs. Supervises departmental staff. Other duties as assigned.

**\*TYPICAL WORK ACTIVITIES\*:**

Conduct: Coordinate with other Campus Deans to develop, assist, interpret and enforce, the College's rules and regulations pertaining to the student conduct process. Incumbent shall lead efforts in Student Conduct on assigned campus to ensure compliance with established statutory and regulatory requirements as they relate to College policy, as well as state and federal laws and regulations. Works with other Deans to train the campus community on the code of conduct policies and procedures.

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**Behavioral Assessment and Student Support Team:** The Dean serves on the Behavioral Assessment and Student Support Team, manages Students of Concern cases, and brings each assigned case to a resolution by engaging and supporting students while working with faculty, staff, and other support units in a non-clinical setting. Assist in developing and implementing prevention efforts related to mental health, active bystander, behavior, alcohol and other substance abuse, conflict resolution, social justice, and other necessary student education.

**Student Services:** Ability to re-conceptualize the delivery of services to students to support an exceptional customer experience and increased customer satisfaction. Knowledge of best practices in the delivery of student services.

**Student Engagement:** The Dean will promote intellectual and personal growth through academic and individual support, mentoring, outreach, educational training, workshops, and meaningful programs. The Dean will foster initiatives and advocate for specific student population needs; build programs designed to support the success of these student populations; and connect students with the larger institution to create a greater sense of belonging and inclusion in the SUNY Erie community.

**Student Success and Retention:** Incumbents lead special projects and assist the Vice President for Student Affairs in supporting existing student affairs initiatives and developing new initiatives intended to enhance retention of all students. Incumbents, faculty, staff, and other support units in a non-clinical setting. Assist in developing and implementing prevention efforts related to mental health, active bystander, behavior, alcohol and other substance abuse, conflict resolution, social justice, and other necessary student education.

**Student Services:** Ability to re-conceptualize the delivery of services to students to support an exceptional customer experience and increased customer satisfaction. Knowledge of best practices in the delivery of student services.

**Student Engagement:** The Dean will promote intellectual and personal growth through academic and individual support, mentoring, outreach, educational training, workshops, and meaningful programs. The Dean will foster initiatives and advocate for specific student population needs; build programs designed to support the success of these student populations; and connect students with the larger institution to create a greater sense of belonging and inclusion in the SUNY Erie community.

**Student Success and Retention:** Incumbents lead special projects and assist the Vice President for Student Affairs in supporting existing student affairs initiatives and developing new initiatives intended to enhance retention of all students. Incumbents will direct campus efforts to support students experiencing food insecurity and homelessness, as well as other issues that may impact a student's

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ability to successfully complete college. Assists students with various processes such as leave of absences and college withdrawal.

Assessment: Coordinate the unit's assessment and evaluation efforts and is responsible for comprehensive data collection and report development for all areas of oversight to share with the campus community and facilitate the use of assessment findings for continuous improvement.

**\*KNOWLEDGE, SKILLS AND ABILITIES\*:**

Good communication and human relations skills; strong management and administrative skills; management level technology skills; thorough knowledge of Student Services activities at the college level; thorough knowledge of administrative and educational procedures and practices in the college setting; ability to coordinate and direct student activities and services at the college level; ability to supervise effectively and work cooperatively with faculty, staff and students; ability to motivate students and use sound professional judgment; ability to work effectively with various groups and individuals of diverse backgrounds and interests; background and training in human development, higher education, co-curricular programming, ability to handle sensitive situations with tact and good judgment; understanding of student retention and completion best practices; physically capable of performing the essential functions of the position with or without reasonable accommodation.

**\*MINIMUM QUALIFICATIONS\***

\*.\*

Graduation from a regionally accredited college or university with a Master's degree in Student Affairs Administration, or related field and (5) years of progressively responsible experience in Student Services at the Director level or equivalent leadership role related to the duties outlined above. To be successful in this position, the incumbent must have a record of successful leadership experience in a college setting and can demonstrate initiative, creativity, strong supervisory skills, student focus, strong understanding and proven application of student development theory, cultural competence, data driven, collaborative and budget management.

**\*SPECIAL REQUIREMENTS\*:**

\* \*Official transcripts will be required for successful candidates within 30 days of hire.



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Contact Human Resources at (716) 851-1840 with any questions.

\*Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.\*

**\*Notice of Non-Discrimination\***

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

**\*Civil Rights Compliance Officer\***

Tracy Archie, Chief Diversity Officer  
Office of Equity and Diversity  
City Campus, Room 174, 121 Ellicott Street  
Buffalo, NY 14203  
(716) 851-1118

For further information on notice of non-discrimination, please contact:

New York Office  
United States Department of Education  
Office for Civil Rights, 32 Old Slip 26th Floor,  
New York, N.Y., 10005-25010;  
Tel (646) 428-3800; Email: <mailto:OCR.NewYork@ed.gov>

**Contact Information**



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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