

UNIVERSITY OF DALLAS

Dean of Students
Office of Student Affairs

Job Number: 6574UD
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WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Dean of Students. The Dean of Students leads the Office of Student Affairs in its mission "to cultivate an authentic Catholic Community that holistically develops students for leadership and service to the world." The Dean provides a strategic vision, informed by best practices on a national level, for the education of the whole student and contributes to the quality and integrity of student life and services at the University of Dallas. The Dean serves as a role model for the student body, displaying the moral, intellectual and theological virtues consistent with UD culture and tradition. Areas within the Dean of Students responsibility include student clubs and organizations, residence life, judicial affairs, health services, counseling services, student activities, as well as other student support services.

PRIMARY RESPONSIBILITIES

- Supervise Student Affairs professional staff in their efforts to develop, implement, administer, and evaluate high quality programs, services, and facilities that complement the university's academic program and enrich student learning.
- Create a campus environment that inspires students to grow and mature and provides opportunities for them to be responsible young adults, active citizens, and leaders.
- Collaborate with academic and student support personnel staff to build, foster, and advance student-centered programs, services, and activities that foster a strong sense of community and a culture of thoughtful and respectful discourse.
- Work closely with the faculty to bolster the integration of academic and personal life.
- Help foster a learning environment in which all students of all backgrounds are welcome.
- Supervise and work closely with the Director of Student Affairs to ensure the effective functioning of the Office of Student Affairs.
- Cooperate with the Chaplain and Campus Ministry Office to further a holistic approach towards student spiritual and moral development.
- Work with the University of Dallas Police Department, Health Center, and Counselling Center to oversee student well-being and safety.
- Collaborate with and assist the Dean and Director of the Rome Campus as well as with Rome professional staff in their implementation of the mission of the Office of Student Affairs.
- Collaborate with the Office of General Counsel regarding legal issues, risk management, and other relevant policies.

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- Propose, implement, and enforce university policies, regulations, and best practices that pertain to Student Affairs.
- Ensure that the university is meeting compliance reporting requirements (e.g. biennial drug and alcohol review, personal and sexual violence statements, etc.).
- Supervise the student conduct and judicial process offering advice and guidance to judicial officers.
- Respond promptly to student crises and emergencies and makes notifications as appropriate.
- Develop, prepare, and administer budget for Student Affairs and authorize all expenditures.
- Develop and implement prevention education and training programs for students on Title IX and other related topics in conjunction with the Title IX Office. Promote awareness, prevention, and bystander intervention regarding Title IX to the university's students and employees.

MINIMUM REQUIREMENTS

- Master's degree required.
- Doctorate preferred.
- Seven years of student life experience required in progressively responsible positions, ideally in a private, liberal arts college or university.

ADDITIONAL INFORMATION

- The position will require evening and/or weekend work.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas is an Equal Opportunity/Affirmative Action employer. The university does not discriminate against individuals on the basis of race, color, religion, sex, national origin, genetic information, protected veteran status, age or disability in the administration of its employment practices.