

**SANTA CLARA UNIVERSITY**  
**Office of Student Life**  
**Position Description**

**General Information**

This position will be vacant at the end of August 2007 and the successor will begin at that time. The Principal Duties and Responsibilities below are those of the incumbent, but will likely be updated and modified, to some degree, prior to official posting. The position will be posted on the Human Resources website ([www.scu.edu/jobs](http://www.scu.edu/jobs)) in late April or early May.

**Position Title:** Assistant Dean for Student Life  
**Department:** Office of Student Life  
**Reports To:** Associate Dean for Student Life

**Basic Function**

The Assistant Dean for Student Life contributes to the University-wide development and implementation of student life programs and initiatives that respond to issues of student welfare on and off campus. Through these programs, the Assistant Dean for Student Life strives to facilitate an integrated academic environment in collaboration with the entire Santa Clara community. The Assistant Dean will oversee policy development and implementation, attend to student welfare issues, support the University Judicial System, and act on behalf of the Associate Dean and Vice Provost for Student Life as a liaison to faculty, staff, students, parents, and community members. There are two Assistant Dean positions in the Office of Student Life.

**Principal Duties and Responsibilities**

**A. Policy and Procedure Development, Interpretation, and Implementation**

1. Serve as a member of the Student Life staff providing advice, consultation, and support in the development of University-wide policies and procedures, and responses to issues and trends affecting the campus.
2. Provide staff support and assistance related to interpretation and implementation of University-wide policies.
3. Provide leadership and consultation in responding to student needs and campus issues related to student life.
4. In conjunction with various student and University groups: review and revise policy related to student life including the Student Conduct Code, FERPA, Student Judicial Procedures, Alcohol Policy, Parental Notification, Sexual Assault Reporting, Speaker's Policy, Harassment Policy, etc.
5. Initiate, coordinate, and implement policies for the department that are effective, efficient, and conducive to the personal, social, physical, spiritual, cultural development, and general welfare of students.

**B. Student Welfare and Advising**

1. Serve as a general University ombudsperson for student welfare issues.
2. Consult with students, staff, faculty, administrators, parents, and outside agencies as appropriate regarding student welfare issues.
3. Initiate appropriate responses to student welfare issues, including communication with campus entities, distribution of publications and support of student programs.
4. Remain abreast on research, current trends, practices and legal issues pertinent to Student Life.
5. Assist with walk-in student requests/needs such as Emergency Loan requests, incident reports, and other general student issues.
6. Serve as an on-call staff member for implementation of OSL policies, including but not limited to Parental Notification, Sexual Assault Reporting, Psychological Emergencies, etc. This requires the Assistant Dean to be available for notification on evenings and weekends and to respond accordingly.

**C. University Judicial System**

1. Responsible for overseeing the administration of Student Conduct Code cases that occur off campus and outside the context of the residential learning communities.
2. Develop and implement the training for the Sexual Misconduct Board.
3. Participate in the development and facilitation of judicial system training for the Residence Life Staff (RDs, GRDs, ARDs, and CFs), Peer Judicial Board, and University Discipline Council.
4. Serve as an advisor to the Peer Judicial Board.
5. Maintain appropriate documentation, filing processes, and database for judicial records.
6. Remain current on research, practices and legal issues pertinent to the university judicial process.
7. Initiate consultation with SCU legal counsel as it relates to the implementation of the judicial process.

**D. Sexual Assault Prevention Education**

1. Serve as general University ombudsperson for student welfare issues related to sexual assault prevention education.
2. Consult with students, staff, faculty, administrators, parents, and outside agencies regarding sexual assault prevention education.
3. Initiate appropriate response to sexual assault issues, including communication with campus entities, distribution of publications and materials, and support of student programs.
4. Initiate consultation with legal council as it relates to issues of sexual assault.
5. Serve as a hearing officer for sexual misconduct cases when appropriate.
6. Remain current on research, practices, and legal issues pertinent to sexual assault university judicial procedures.
7. Coordinate the Campus Advocate program, including identification of advocates, training, and scheduling.

### **E. Campus Climate**

1. Contribute to the University's larger efforts to create a climate that values and actively supports inclusiveness and diversity.
2. Work collaboratively with campus colleagues to recommend policies, design programs, and support curricular changes that enhance cultural effectiveness and improve the learning environment.
3. Consult and work closely and collaboratively with the A & S Associate Dean for Inclusive Excellence, the Director of Ethnic Studies to develop and implement co-curricular programming, events and support services for underrepresented populations including annual events, and on-going programs.
4. Serve as a Center for Multicultural Learning liaison.
5. Work with the Director of the Women's and Gender Studies Program to provide resources and support for lesbian, gay, bisexual, transgender, queer, and questioning students through development of an LGBTQ Allies Network, promotion and oversight of social and personal support groups, and outreach on behalf of this constituency.

### **F. Student Training and Development**

1. Develop and implement training for student groups in other departments in relation to areas of responsibility in the Office of Student Life.
2. Collaborate with other staff members in the design and implementation of student staff trainings.

### **G. Special Projects**

1. Serve as project manager for special projects assigned by the Associate Dean for Student Life.
2. Design and implement assessment strategies for assigned projects.
3. Identify appropriate collaborations for the implementation of special projects.
4. In broad consultation with the SCU community, coordinate annual revisions to the Student Handbook, and coordinate distribution.

### **H. Liaison Responsibilities**

1. Promote and encourage department collaboration with the Office of Student Life and between University departments and related outside groups.
2. Serve on University-wide committees as a representative of the Office of Student Life, as appropriate to areas of responsibility.
3. Act for the Associate Dean for Student Life in her/his absence.

### **Minimum Qualifications**

1. Master's degree in higher education administration, college student services, education, counseling or related field preferred and 3-5 years of progressively responsible work in an academic setting required.
2. Demonstrated interest and commitment to the mission and direction of the institution as Catholic and Jesuit.

3. Minimum of two years of related experience in adjudicating student judicial affairs required. Experience in handling residence life disciplinary cases helpful but not required.
4. Experience with project management, publications, external relations and policy articulation and implementation required.
5. Ability to operate in a highly confidential manner and with minimal supervision and direction.
6. Evidence of strong problem resolution experience.
7. Strong analytical skills. Excellent organizational, communication (written and oral), and public relations skills essential.
8. Ability to use a personal computer for word processing, Internet and data management required.
9. Demonstrated ability to manage multiple tasks and exercise sound judgment.
10. Demonstrated ability to cultivate collaborative relationships with internal and external constituencies.