**岗位说明书——学生助理院长**

所属部门：学生事务 汇报机制: 副校长

**岗位职责：**

1. 学生事务人员的培训和发展
2. 协助VCSA进行战略规划，评估计划有效性和学生学习成果
3. 领导和监督有关学生经历和成果的数据的收集和分析。通过调查和持续的绩效反馈监控学生对服务的满意度
4. 确定并实施政策，流程和系统的改进。确保符合大学和相关高等教育法规协调休学和退学程序
5. 指导学生特殊服务项目；与学校各有关部门和社区机构协调和提供直接服务。
6. 与学术事务合作主导新生入学教育，并与员工和教师一起帮助学生持续就学。
7. 就学生的持续学习，多样性以及健康和保健工作进行合作。
8. 与学术事务人员，教师，学生学术支持服务部​​门合作，以支持学生的全方位发展。
9. 参加轮岗制度，在出现问题/危机时为学生事务协调员提供直接支持。
10. VC指定的其他任务

**聘任条件：**

1. 高等教育管理，大学生人员，咨询心理学，人类发展或相关领域的高级学位或相应经验;大学生发展理论与实践的认识。
2. 至少五年的学生事务经验，其中三年担任领导角色，包括管理职责。
3. 计划和学生学习成果评估方面的知识和经验。
4. 展示了实施学生事务最佳实践的知识和能力.
5. 联邦法规的工作知识，包括Title IX，无毒学校和校园法，Jeanne Clery法案，ADA以及与高等教育和学生事务相关的其他法律
6. 表现出自我激励，良好判断力，情感成熟，自信，公平，创造力和审慎的品质。
7. 在以学生为中心的高度参与性社区环境中表现出色，并致力于学生和基于社区的治理。
8. 领导和指导实施创新的，以学生为中心的方法，使学生在课程和课外体验方面取得成功。例如：住宿生活，多元文化活动，学生活动，学生俱乐部和组织，学生会，第一年过渡计划，学生行为和以持续就学为重点的活动。
9. 利用分析和数据来设计，开发和实施创新，有效的学生参与和保留计划和服务。
10. 出色的口头，书面和演讲技巧;卓越的听力技巧。
11. 有效管理项目和程序，以提高行政效率

**必备条件：**

1. 获得公证的学院或大学的高等教育管理硕士学位，大学生人员，咨询心理学，人类发展或相关领域
2. 至少五年的学生事务经验，其中三年担任领导角色，包括管理职责
3. 了解大学生发展理论与实践
4. 项目和学生学习成果评估经验
5. 优秀的书面和口头沟通技巧

6. 了解适用于需特殊服务的大学生的法律，规则，法规和政策

7. 能够计划，组织和管理学术支持服务

**优先条件：**

1. 高等教育管理,大学生人事管理或相关方面的博士
2. 与教师合作提高学生保留率的成功经验
3. 在多元文化/国际环境中工作的经验和对文化多样性的欣赏。
4. 为有各种残疾和学习差异的学生提供协调和提供服务的经验，在高等教育环境中与需特殊服务的学生一起工作的经验;

**Job Description – Assistant Dean of Students**

Department: Student Affairs Report to: Vice Chancellor

**Responsibilities:**

1. Staff training and development
2. Assist VCSA in Strategic Planning, Assessment of program effectiveness and student learning outcomes
3. Provide leadership and oversight of the collection and analysis of data concerning student experiences and outcomes. Monitor student satisfaction with services through surveys and ongoing performance feedback
4. Identify and implement improvements in policies, processes and systems. Ensure compliance with University and related higher education regulations.
5. Coordinate the university Leave of Absence and withdrawal processes.
6. Oversee Student Disability Services; provide direct service as well as coordinate services with campus constituents and various community agencies and manage accommodations.
7. Lead new student orientation with Academic Affairs, and works with staff and faculty colleagues on retention.
8. Collaborate on retention, diversity, and health and wellness efforts on campus.
9. Work with Academic Affairs staff, faculty, Student Academic Support Services to support students' success.
10. Participate in after-hours, "on-call" rotation, providing direct support to Student Affairs Coordinators if an issue/crisis arises.
11. Other tasks as assigned by the VC

**Qualification:**

1. Advanced degree or commensurate experience in higher education administration, college student personnel, counseling psychology, human development or related field; knowledge of college student development theory and practice.
2. Minimum of five years’ experience with three years of progressive management of areas in Student Affairs.
3. Knowledge and experience in program and student learning outcome assessment.
4. Demonstrated knowledge of and capacity to implement student affairs best practices
5. Working knowledge of federal regulations, including Title IX, Drug Free Schools and Campuses Act, the Jeanne Clery Act, ADA, and other laws as they relate to higher education and student affairs.
6. Demonstrated qualities of self-motivation, good judgment, emotional maturity, self-confidence, fairness, creativity and discretion.
7. Demonstrated success working in a highly participatory community environment of student centeredness with a commitment to students and community-based governance.
8. Leadership and guidance implementing innovative, student-centered approaches to student success in curricular and co-curricular experiences. Examples are: residential life, multicultural activities, student activities and events, student clubs and organizations, student government, first-year transition programming, student conduct, and retention-focused activities.
9. Utilize analytics and data to design, develop and implement inventive, effective student engagement and retention programs and services.
10. Excellent oral, written and presentation skills; exceptional listening skills.
11. Effectively manage projects and procedures to achieve administrative efficiencies

**Required:**

1. Master’s Degree in higher education administration, college student personnel, counseling psychology, human development or related field from an accredited college or university
2. Minimum of five years’ experience with three years in a leadership role in Student Affairs, including management responsibilities.
3. Knowledge of college student development theory and practice
4. Experience in program and student learning outcome assessment.
5. Excellent written and oral communication skills
6. Knowledge of laws, rules, regulations and policies applicable to college students with disabilities;
7. Ability to plan, organize and manage academic support services

**Preferred:**

1. PhD or EdD in higher education administration，college student personnel or related field。
2. Successful experience in collaboration with faculty in improving student retention
3. Experience working in a multicultural / international setting and an appreciation of cultural diversity.
4. Experience coordinating and providing services to students with various disabilities and learning differences, experience working with students with disabilities in a higher education setting;