

Job Title	Assistant Dean of Students
Employer/ Agency	University of Houston Division of Student Affairs
Job Description	Provides general management support and coordination for one or more major programs in the Dean of Student's Office, such as Student Advocacy and Support, Student Outreach and Support, Commuter Student Services, Student Behavior and Conduct and Parent and Family Programs. 1. Selects, trains and supervises a staff of professional, para-professional and/or clerical support personnel. 2. Directly responsible for at least one major program area and serves as back-up for other program areas as needed. 3. Collects and maintains data regarding the general operation and qualitative evaluation of the functions. 4. Develops and coordinates the publication of brochures, pamphlets, handbooks and other publications related to functional area. 5. Participates in the development of policies and procedures for the Dean of Student's Office; interprets policy and prepares recommendations. 6. Counsels students and advises them regarding campus-related problems, serving as the Dean of Student's Ombud service designated problem solver. 7. Participates in the development of the budget related to functional area and monitors expenditures against allocated budget. 8. Represents the University of Houston at internal and external events and serves on division and university-wide committees as assigned. 9. Performs other job-related duties as required. Responsible for the overall Sexual Misconduct Support Services (SMSS) program, including its programmatic and administrative functioning. Serve as on-call support for the Dean of Students Department and assess/triage critical case referrals. Supervise, train, and manage SMSS team members (including program manager and interns) and distribute caseload between the staff. Assist in the development and implementation of DOS and SMSS programs, activities, and resources. Provide trauma-informed advocacy, create accessible resources, and support UH community members impacted by sexual misconduct while working with campus and community partners to assess needs and strategies for addressing those needs. Assist in the development and implementation of strategic initiatives and assessment planning, as well as program-specific budgetary planning and management. Oversee the case management system that tracks university compliance, reporting, and service protocols; submit data for Annual Security Reports and federal compliance reports.
Qualifications	Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a directly job-related Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

	Requires a minimum of three (3) year of directly job-related experience. Preferred Qualifications: Master's Degree 3 years of job-related experience Certification for National Organization for Victim Advocacy (NOVA) – Sexual Assault Advocate Certification
Salary/Hours	Salary: 65,300-74,300
City, State, Zip	Houston, TX
Application Method	Apply at careers.uh.edu
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.