

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Assistant Dean of Student Affairs	SALARY GRADE:	HU-15
DATE REVISED:	December 1, 2014	EEO CODE:	01
JOB CODE:	1004	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The Assistant Dean collaborates with the department and University administrative leadership to ensure the effective and timely implementation of student affairs, special projects, field experiences and assessment within the Office of the Dean for the School.

SUPERVISORY ACCOUNTABILITY: Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary actions, complaints, staff performance appraisal and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

NATURE AND SCOPE: Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Provides strategic planning and oversight in the development and implementation of student activities, including the Adopt-A-Team, Student Council, Honor Society and other extracurricular activities of students.

Provides support for processing of all student-related complaints and grievances, including allegations of discrimination because of race, color, religion, gender, age or national origin.

Coordinates and develops methodologies for faculty and student assessment

Provides support for the Assistant Dean for the School's research programs and curricular matters.

Under the general supervision of the dean and associate dean, provides staff support for school-wide committees.

Analyzes potential resources and management needs for continued and proposed new initiatives and relationships and develops financial and management models as necessary to study and to successfully implement approved initiatives.

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Working closely with the direct reports, the Assistant Dean ensures that programs and services are aligned with department and University goals.

Provides coaching and feedback to ensure effective development processes for student affairs within the office.

Respond to student problems, complaints, etc. related to academic and financial aid issues.

Assist in preparing the annual Financial Aid Report and the annual financial aid budgets.

Analyzes potential resources and management needs for continued and proposed new initiatives and relationships and develops financial and management models as necessary to study and to successfully implement approved initiatives.

Serves as a member of the school's leadership team and of various administrative, academic and external committees.

Works with the technology director to make recommendations to the associate dean on matters related to scheduling of classes and academic computer operations.

Consults with department chairs, staff, the associate dean and the Office of Enrollment Management and has responsibility for making recommendations to the associate dean and dean on scheduling of classes, grades, syllabi, and textbooks.

Contributes to the development of policies, practices, programs and initiatives that strengthen the school's student affairs, research and education activities.

Coordinates and executes initiatives which lead to organizational changes for the senior administrative leadership of the school and organizational changes for the leadership in the academic departments (including support for academic leadership searches).

May perform other duties as assigned.

CORE COMPETENCIES: Demonstrates knowledge and understanding of the principles, processes and requirements of planning, budgeting, financial planning and analysis for an organization of similar size and complexity of funding streams.

Proven ability to facilitate and reach consensus in committee structure with senior administration and with peers both internally and externally.

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Demonstrated leadership ability with a proven record of success in communicating to and working with all levels of a rapidly changing organization.

MINIMUM REQUIREMENTS: Master's degree and 10-12 or more years of relevant experience. 15 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management