



Connecticut State Community College  
Job Description  
Campus Associate Dean of Student Development

**Classification:**  
Manager 2

**Approved:** 9/3/21  
**FLSA:** Exempt

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**Job Summary:**

The Campus Associate Dean of Student Development, reporting directly to the Campus Dean is responsible for managing day-to-day campus operations of the student services functions of the campus, in close collaboration with all of the CT State Community College Associate Vice-Presidents. These functions shall include Student Life, Student Activities, Student Conduct and Title IX. The Campus Associate Dean, through collaborative work with CT state Community College administration, ensures that all campus student services are operating effectively and develops strong collaborative relationships with all faculty and staff at the campus. This position is responsible for major personnel decisions, or both, including staffing, hiring, firing, evaluation, promotion and training of employees. By working alongside with the Associate Dean for Campus Operations, they shall jointly ensure that students are able to access all academic buildings and services necessary to support student success at the campus.

The Campus Associate Dean will oversee and manage the following campus functions:

- All student conduct matters
- Campus Title IX as the Title IX Deputy Officer for the campus
- Student Activities, supervising the Dir. Student Activities
- Student Government

The Campus Associate Dean will collaborate with central administrative staff to ensure that the needs of the students on the campus are met for the following functions:

- Interface with the CT State academic Associate Deans and Program Areas Deans relating to classes that fall within that academic unit, ensuring that classes are taught within the parameters outlined by the approved course syllabus
- Under the supervision of the Campus Dean, responds to student issues with instructors, working in collaboration with the appropriate academic leadership;
- Student Success programs including academic advising, career services and Veterans' Affairs
- Student Support programs including but not limited to activities to address food and housing insecurity, mental health and childcare

**Supervision Received:**

This position reports directly to the Campus Dean of Students & Faculty.

**Supervision Exercised:**

The Campus Associate Dean of Student Development may supervise directors and other staff at the campus as well as the Campus Title IX coordinator, an administrative support position and the Campus Director of Student Activities and other similar positions. In addition, EMSA campus-leads and Wrap-Around Services leads will have close working relationship to this position.

**Examples of Duties:**

The following examples of duties and accountabilities illustrate the general range of responsibilities assigned to the position but are not intended to limit the required duties. Other essential duties may be assigned consistent with the general scope of the position.

**Student Support Services:** The Campus Associate Dean, under the supervision of the Campus Dean, is accountable for the direction of activities that support student development and implementation of all compliance policies and processes. This accountability includes such essential tasks as:

- Work collaboratively with all campus student support staff to ensure that all campus operations and processes are followed and that students get the support that they need
- Ensure that all student activities, campus events, student government activities, etc. follow the approved policies of the Board of Regents and CT State Community College
- Support the campus faculty, and academic staff in developing campus programming that supports the mission of the College
- Serve on CT State and CSCU committees, as appropriate
- Assures that the highest legal and ethical standards are maintained and clearly communicated

**Student Relationships:** The Campus Associate Dean is accountable for building and ensuring a safe and educational campus climate and for assuring that students have all appropriate resources available in order to successfully complete their academic program. This accountability includes such essential tasks as:

- Assure fidelity with existing policies and procedures in support of students
- Collaborate with Enrollment Management and Student Affairs leadership and staff in recruitment and retention initiatives
- Collaborate with all relevant stakeholders to develop programs to support equitable student success and completion, including assessment of both academic and non-academic needs

**Public Relations:** The Campus Associate Dean will support the Campus Dean in maintaining community connections, communicating events information and coordinating campus activities that are open to the general public.

### **Qualifications**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

The Campus Dean is required to possess:

- A minimum of a Master's degree in an appropriately related academic discipline is required
- Two or more years of administrative and managerial experience in higher education including supervisory experience.

The Campus Associate Dean is required to have demonstrated advanced knowledge, skills and abilities in these areas:

- Evidence of knowledge and skills in the development and implementation of student conduct matters
- Experience and working knowledge of regional and specialized accreditation standards relevant to campus programming
- Leading, directing and evaluating student support staff in a higher education environment
- Research, information and computer literacy skills, including but limited to:
  - Development of databases in support of outcomes assessment
  - Data analysis and interpretation
  - Evidence based decision making
- Proven leadership ability and demonstrated ability to effectively collaborate with diverse range of stakeholders
- Sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of members of the College community, including those with disabilities
- Effective at operating in a matrixed environment with teams from other areas within the college
- Proven success at problem solving

These skills and abilities typically are acquired through a combination of education, training and experience.

**Work Environment**

The Campus Associate Dean will be required to travel to the campus and other sites within the CT State Community College, including the College Central office. The position requires the ability to drive or to arrange for alternative transportation. Reasonable accommodation will be made for physical limitations.