

# UNIVERSITY OF DALLAS

**Dean of Students**

Job Number: 10899UD  
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## **WHO WE ARE**

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

## **SUMMARY**

The Dean of Students leads the Office of Student Affairs in its mission "to cultivate an authentic Catholic Community that holistically develops students for leadership and service to the world." The Dean provides a strategic vision, informed by best practices on a national level, for the education of the whole student and contributes to the quality and integrity of student life and services at the University of Dallas. The Dean serves as a role model for the student body, displaying the moral, intellectual and theological virtues consistent with UD culture and tradition. Areas reporting to the Dean of Students include student clubs and organizations, housing and residence life, judicial affairs, health services, counseling services, and student activities.

## **PRIMARY RESPONSIBILITIES**

- Supervise Student Affairs professional staff in their efforts to develop, implement, administer, and evaluate high quality programs, services, and facilities that complement the university's academic program and enrich student learning.
- Create a campus environment that inspires students to grow and mature and provides opportunities for them to be responsible young adults, active citizens, and leaders.
- Collaborate with academic and student support personnel staff to build, foster, and advance student-centered programs, services, and activities that foster a strong sense of community and a culture of thoughtful and respectful discourse.
- Work closely with the faculty to bolster the integration of academic and personal life.
- Help foster a learning environment in which all students of all backgrounds are welcome.
- Oversee the effective functioning of the Office of Student Affairs.
- Cooperate with the Chaplain and Campus Ministry Office to further a holistic approach towards student spiritual and moral development.
- Supervise and work closely with the Directors of the Health Clinic and Counseling Center, as well as collaborate with other offices such as Title IX Office and University of Dallas Police Dept, to oversee student well-being and safety.

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- Oversee, with the assistance of the Director of Student Activities, the planning and executing of new student Orientation.
- Collaborate with and assist the Dean and Director of the Rome Campus as well as with Rome professional staff in their implementation of the mission of the Office of Student Affairs.
- Consult with the Office of General Counsel regarding legal issues, risk management, and other relevant policies.
- Propose, implement, and enforce university policies, regulations, and best practices that pertain to Student Affairs.
- Ensure that the university is meeting compliance reporting requirements (e.g. biennial drug and alcohol review, personal and sexual violence statements, etc.).
- Supervise the student judicial process offering advice and guidance to judicial officers.
- Respond promptly to student crises and emergencies and make notifications as appropriate.
- Develop, prepare, and administer budget for Student Affairs and authorize all expenditures.
- Develop and implement prevention education and training programs for students on Title IX and other related topics in conjunction with the Title IX Office. Promote awareness, prevention, and bystander intervention regarding Title IX to the university's students and employees.

## MINIMUM REQUIREMENTS

- Master's degree.
- Seven years of student life experience in progressively responsible positions, ideally in a private liberal arts college or university.
- Understanding of and commitment to the essence and purpose of a Catholic liberal arts education.
- Ability to communicate effectively with academically talented college students, and a sincere desire to connect and engage with all student groups.
- Strong conflict resolution and crisis management skills and able to immediately respond to incident reports.
- Ability to make difficult decisions and exercise sound judgment.
- Strong project management and budget management skills.
- Working knowledge of federal, state, and local laws pertaining to higher education including, but not limited to, Title IX, VAWA, and Clery Act.

## PREFERRED QUALIFICATIONS

- Doctorate degree.

## ADDITIONAL INFORMATION

- This position will require evening and/or weekend work.

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## **BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**