BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE:  Dean of Student Life and Conduct

DEPARTMENT:  Student Life and Conduct/Student Affairs

FUNCTION:  Directs and manages the College’s judicial affairs, athletics, student life and student development events; applies the use of technology and student data management software in all judicial and student life matters.

REPORTS TO:  Vice President of Student Affairs

SUPERVISES:  Managing Director of Athletics; Coordinator of Student Development; Coordinator of Judicial Affairs and Student Information; and Senior Secretary.  Oversees Professional Assistant, Coaching Staff and Senior Stock Clerk–Wellness and Exercise

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises, evaluates, coordinates, and/or directs all campus functions pertaining to judicial affairs and student life.
2. Implements the use of technology to optimize student service and expedite judicial records; monitors data input and management.
3. Develops overall vision and framework of development for units reporting under Student Life and Judicial Affairs.
4. Ensures Student Life and Judicial Affairs services are consistent, represented at all College locations and meet the highest standards of confidentiality and customer service.
5. Works with faculty to determine club advising needs and provides training and support as needed.
6. Manages payroll, office schedules, monthly and annual reports and as directed by the VPSA.
7. Participates in professional organizations and collaborates with state affinity groups and regional organizations to pursue and enhance recruitment and retention initiatives.
8. Co-leads College commencement initiatives and related activities that are conducted prior and post commencement.
9. Engages in continuous assessment of services provided by offices within Student Life and Judicial Affairs, prepares reports and implements data-driven changes.
10. Designs educational programming to foster student development and engagement in extracurricular and leadership activities.
11. Supervises and coordinates student leadership events, retreats, diversity weekend, and other events related to student life.
12. Partners with Dean of Student Support Services and with Public Safety Director to enhance, implement, and support safety activities and initiatives on campus.
13. Develops, coordinate, revises, implements, and supervises the Judicial Affairs process and Student Code of Conduct.
14. Assists and works with faculty and administrators to ensure extracurricular activities meet academic components for departments and courses.
15. Oversees compliance of Athletics with Title IX.
17. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
18. Prepares, track, monitors, and adheres to an annual budget.
19. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
20. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
21. Performs additional tasks or duties as assigned by the Vice President of Student Affairs or other designated management.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses full knowledge and understanding of FERPA. Demonstrated knowledge and ability to provide extracurricular programs that promote good citizenship and civic engagement among students. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree in Counseling, Psychology, Student Personnel, or related area is required
Experience: Minimum of 7 years of progressive managerial experience within an institution of higher education

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________________ Date: ____________
Name/Title

Approved by: ___________________________ Date: ____________
Name/Title

Reviewed by: ___________________________ Date: ____________
Human Resources

Board Approval: _________________________ Date: ____________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE