Class Dean

Pay Status and Classification: Exempt, Regular Full Time

Supervisor: Vice President for Student Affairs and Dean of Students

Position Purpose: In partnership with student and academic affairs leadership and fellow class deans, advises students for a designated undergraduate class and leads or co-leads programs that promote students’ academic and personal development. Supports students in their progress meeting their educational goals and graduation requirements.

Essential Responsibilities and Duties:

- **Student Advising**: Advises students one-on-one and in groups providing personal and academic advising to meet their educational goals and graduation requirements. Collaborates with advisers, faculty, residential life staff, and other offices to guide, track, and coordinate student progress and support. Promotes the support and retention of students. Provides programming for students aimed at helping them find success in their current class year, and encourages career growth and development.

- **Programming**: Serves as a member of the Student Affairs Dean team and contributes to setting direction for the department. Leads or co-leads student affairs initiatives and student-centered activities, such as work with transfer students, student leave policy, parent involvement, and/or connections with athletics.

- **Team Collaboration, and Innovation**: Contributes to and supports team initiatives, projects, communications, and other activities, sharing input and ideas to improve and enhance intended outcomes. Collaborates with campus partners in responding to and managing student and campus-wide challenges and crises. Offers to pitch-in to help colleagues during crunch times and overlapping deliverables.

- **Additional duties**: Serves in the Dean on-call rotation as necessary. Participates on various campus teams, committees, and working groups, such as the CARE support team to review students of concern. Supervises administrative assistants in partnership with fellow Class Deans.

Qualifications:

1. Master’s degree plus eight to ten years of higher education administration and/or classroom teaching experience, and/or a comparable combination of relevant education, training, certifications, and/or work experience.
2. Exceptional communication and interpersonal skills, including the ability to be impartial and establish rapport with a diverse range of campus community members.
3. Able to support, contribute to, and strengthen a vibrant, culturally diverse, and inclusive learning community of students, alumni, faculty, and fellow professionals.
4. Able to anticipate, deliver on, and exceed the expectations of students and colleagues.
5. Able to introduce and drive innovation in ways small and large.
6. Able to collaborate effectively with Union colleagues to achieve shared goals and objectives.
7. Able to proactively identify and pursue relevant learning and professional development opportunities and apply new knowledge, insights, and skills to enhance student advising.

Preferred qualifications:

1. Terminal degree with the ability to teach.
2. Experience working with non-profit organizations.
3. Appreciation for and or experience with international programs.