The University of Montana

Missoula, Montana

Dean of Students Position Description

Division of Student Affairs Mission Statement

Our mission is to facilitate student learning by providing high quality programs, services, and developmental opportunities, while fostering an inclusive campus community in support of the educational mission of The University of Montana.

Nature and Scope

The Dean of Students reports to the Vice President for Student Affairs. The Dean, in concert with the Vice President for Student Affairs and the Assistant to the Vice President for Student Affairs, conducts annual performance reviews of two central office administrative associates. In addition, the Dean directs the activities of, and evaluates, undergraduate student interns who opt to work in the Office of the Vice President for Student Affairs as part of the Students Affairs Immersion Learning (SAIL) program.

Functions

The Dean represents the Office of the Vice President for Student Affairs on the University’s Drug and Alcohol Committee, Diversity Advisory Council, Admissions Review Committee, and the University Council on Sexual Assault. In addition, the Dean chairs the Critical Incident Response Team. The Dean serves on other University committees as appointed. The Dean is a liaison and unofficial advisor to the Associated Students of The University of Montana (ASUM – student government); provides outreach to diverse student groups, including the Kyi-Yo Native American Student Association and Lambda Alliance; administers the Student Conduct Code for all parts of the campus, with the exception of University student housing facilities; trains members of the University Court (hears student disciplinary appeals); represents the University in University Court hearings; and mentors students in leadership roles. The Dean regularly presents and provides assistance to staff and faculty regarding disruptive students; publishes the University’s Biennial Drug and Alcohol Review; chairs Diversity Advisory Council subcommittees that select the annual Nancy Borgmann Diversity Award recipient and Diversity Advisory Council Student Achievement Award recipients; and completes special projects assigned by the Vice President for Students Affairs.

Contacts

The Dean has frequent contacts with the Vice President for Student Affairs, Student Affairs directors, the Assistant to the Vice President for Student Affairs, attorneys representing students who have allegedly violated the Student Conduct Code, University Legal Counsel, faculty, staff, student leaders, and parents.

Knowledge and Skills

Requirements include an earned doctoral degree from a regionally accredited institution of higher education; a minimum of five years of full-time professional experience, including administrative assignments; knowledge of current practices and trends in higher education and student affairs; excellent oral and written communication skills; ability to work with colleagues; and strong organizational and interpersonal skills.