

JOB TITLE: DEAN OF STUDENTS

JOB FAMILY: STUDENT SERVICES

BAND: I

FLSA: EXEMPT

JOB CODE: 10238

MAIN FUNCTION:

Advises the Vice President on all issues related to the student experience with a focus on diversity, inclusion, and equity on campus.

ESSENTIAL DUTIES & RESPONSIBILITIES :

Serve as a deputy and partner to the Vice President for Student and Campus Life, and advises the VP on all issues related to the student experience with a focus on diversity, inclusion, and equity on campus.

Advocate on behalf of students to the administration, the Dean will work to ensure that aspects of equity, access, and social justice remain central to student affairs at Cornell.

Build a sense of community among students and ensure the division dedicates resources where they are most needed to create better opportunities for the intersectionality of identity development among students.

Collaborate extensively with the deans and faculty of the undergraduate colleges, graduate, and professional schools to bridge academics with co-curricular activities.

JOB PROFILE :

MINIMUM EDUCATION/ EXPERIENCE : Ph.D., Ed.D., J.D., L.L.M. or L.L.B. and 7 to 10 years relevant experience or equivalent combination.

IMPACT: Accountable for activities which have a significant impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Contacts are throughout the University and involve coordinating major activities that may involve sensitive situations.

CONTACTS OUTSIDE THE UNIVERSITY: Contacts involve developing and making presentations and negotiating with others.

CONTACTS WITH STUDENTS: Occasional contact dealing with matters of a highly sensitive or personal nature (e.g., personal counseling such as academic, financial, medical or psychological), or assisting in providing academic instruction.

SUPERVISION GIVEN: Responsible for providing supervisory direction to other managers.

COMPLEXITY: Occasionally required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally involve many diverse and unrelated processes and methods. Work requires sophisticated reasoning skills.

LEVEL OF DECISION MAKING : Responsible for making decisions concerning policy-setting, research, planning or students.

EFFECT OF DECISION MAKING: Decisions directly affect an entire college or school administrative unit, or have a critical effect on students or employees.

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA