

Job Description for the Interim Dean of Students

According to the VPSA Office (Dr. Kristi Motter)

- Manages departments that provide student and college-wide support services including: student conduct, veterans operations, etc
- Serves as the Deputy Title IX Officer for student on student issues, responding to student sexual violence complaints
- The Interim Dean of Students serves as a member of the Beta Team, addressing student success concerns; and, is responsible for addressing student campus violence reported and/or suspected, and critical incidents;
- Consults with the University Legal Counsel, President's Office, University Police (UPD) and other campus administrators on related concerns; and provides consultation and leadership regarding crisis intervention.
- Serves as the official administrative support and supervisor and sponsor of the Student Government Association (Debra Raney serves as admin support for SGA. Will this move to Margaret's world?) I would use "advisor" instead of Sponsor for SGA.
- The staff also assists students and parents in navigating the administrative process of the university.
- Assists students and parents in navigating the administrative process of the university and processes all student case management which includes administrative withdrawal, requests for refunds and medical withdrawals, retroactive withdrawals, etc.
- Provides oversight on student judicial matters
- Oversees the production, dissemination updates for the the student handbook
- Coordinates all crisis management involving students (including on-call support for after hour emergencies)
- Assists faculty and staff with student related concerns.
- Responsible for VAWA compliance?