

The University of Texas at San Antonio

Job Description

Job Title: Assistant to the Dean of Students

Code: 19029

Salary Grade: 60

FLSA Status: Exempt

Department/Division: Student Life Office

Reports To: Associate VP for Student Life

Summary

- **Function:** To plan, coordinate and direct the business management and administrative services of the Office of Student Life and provide oversight for budgets, accounting, and human resources for the Student Life departments (Child Development Center, Housing & Residence Life, Inclusion & Community Engagement Center, Special Events Center, Student Activities, Student Judicial Affairs, and the University Center).
 - **Scope:** Responsible for the administration of fiscal and budgetary affairs, personnel matters, and other administrative activities essential to the operation of the Office of Student Life and its departments requiring complex independent decision making, and writing and editing skills.
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Duties

- **Typical:**
 1. Coordinates all administrative operations of the Office of Student Life.
 2. Manages fiscal activities of the Office of Student Life; develops budgets, posts and reconciles accounts, prepares reports and cost analyses, and monitors expenditures. Maintains a sound financial state for the unit.
 3. Ensures compliance with all aspects of the administrative and accounting operations of Student Life.
 4. Advises and counsels Student Life departments regarding budgetary use and procedures.
 5. Reviews and recommends for approval, or approves all Define and PointPlus documents and service agreements/contracts for departments within Student Life.
 6. Reviews all STARS requests for Student Life departments.
 7. Advises Student Life departments on the development of policies,

- handbooks and contracts on content and to ensure compliance with university and Student Affairs regulations and policies.
8. Edits correspondence, publications and information for public distribution.
 9. Oversees the proofing and publication of the Off-campus Apartment Complex Directory and the compilation and distribution of the Roommate Database and Apartments for Lease Database for students and parents searching for alternative housing.
 10. Field calls and complaints from students and parents regarding Campus Living Villages and University owned housing.
 11. Researches and resolves problems as they arise.
 12. Advises administrators and staff regarding University policies and procedures. Ensures proper communication of changes.
 13. Coordinates and supervises administrative support staff. Determines schedules and assignments and training and development needs.
 14. Maintains personnel records for staff.
 15. Acts as a liaison with university colleges and departments.
 16. Oversees the implementation of new projects and the administration of existing projects for the administrator.
 17. Perform additional duties as assigned.

• Periodic:

1. Coordinates and completes special projects as needed.
2. Performs annual evaluations of assigned administrative staff.
3. Serves on university committees.

Education

Required	Preferred
Bachelor's Degree from an accredited university.	Additional graduate coursework

Other Requirements

Required	Preferred
Tact, diplomacy and judgment necessary in dealing with others.	Thorough knowledge of university administrative structure, policies, and procedures.
Demonstrated independent decision making and problem solving ability.	
Criminal background check.	

Experience

Required	Preferred
Ten years if increasingly responsible experience in administration or business	Ten years similar experience in higher education.

management with at least three years of supervisory experience.	
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Equipment

Required	Preferred
Personal Computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	N/A

Supervision

Received	Given
General supervision from administrator.	Direct supervision of assigned support staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
