Job Posting

Job Title: Dean of Students (Administrator II)
Job ID: 104371
Location: Sonoma State University (Rohnert Park, CA)
Full/Part Time: Full-Time
Regular/Temporary: Regular

Department Name
Residential Life Programs

Salary and Benefits
The salary for this position will depend on qualifications and experience.

This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year.

A comprehensive benefits summary for this position is available online by clicking this Benefit Summary link or by request from SSU Human Resources.

Application Deadline
First review of applications will be at 8 am on Monday, May 22, 2017. Applications received on or after the first review date may not be considered.

Conditions of Employment
This position is a member of the Management Personnel Plan and serves at the pleasure of the President.

Responsibilities
Reporting to the Associate Vice President of Student Affairs, the Dean of Students will be responsible for the design, development, implementation and management of a comprehensive array of student services. The Dean of Students will supervise the following departments with the support of a manager in each of the area: Residential Life, Center for Student Involvement, Multicultural Center, and Recreation Center. The Dean of Students is responsible for the overall operations of all units, including but not limited to, professional and student staff development; fiscal oversight; management and development; strategic planning; assessment; and policy development, review, oversight and implementation. As a member of the Division of Student Affairs leadership team, the Dean of Students will work collaboratively with all units and uphold the values of the division.

The Dean of Students is responsible for the oversight, advising, unit-specific programming and coordination of all personnel and activities in supervised units including, but not limited to the following major duties:
- Provide leadership and direction to assigned units;
- Assist in establishing continuous improvement efforts through goal setting, strategic planning, assessment, and professional development programming;
- Select, train, and supervise management level direct reports;
- Manage assigned resources for the departments, including developing and managing multi-source budgets;
- Providing oversight, coordination and implementation of all laws, CSU Executive Orders and campus policies related to student housing, campus recreation, students activities and programming;
• Support the utilization of strategic risk management process to assure student safety and University compliance;
• Serve as the Director of Residential Life;
• Work collaboratively with Divisional leadership;
• Provide leadership and support for University-wide student events;
• Collaborate with other departments and off-campus entities that support assigned units;
• Serve on Student Affairs and campus committees as appropriate and appointed.

The incumbent is expected to perform other secondary duties as assigned.

Duties take place primarily in an office setting located in the Student Center building on Sonoma State University campus. Additional duties may be performed both indoors and outdoors, on or off campus. Your specific start time is determined by your Appropriate Administrator. As an exempt employee, you have some flexibility in your schedule, however, must be available to meet operational needs of the campus during regular business hours Monday through Friday, 8:00 a.m. to 5:00 p.m. Evening and weekend hours will be required and specified to meet the operational needs. The position requires the ability to work at a computer for extended periods, to move around campus for meetings, and to actively participate in student-related activities. Additionally, the position requires domestic and international travel, by automobile or airplane and overnight stays away from campus.

Qualifications
This position requires a Master’s Degree from an accredited four-year college or university in a relevant field such as Counseling, Student Affairs, or Higher Education. Seven to ten years of higher education experience including both supervisory and budgetary responsibilities. Management level experience preferred in residence life and at least one more of the following areas: campus programming; student group advising; recreation programming; or multicultural programming including thorough and comprehensive knowledge of the policies, procedures, and practices relevant to each area with the demonstrated ability to quickly acquire such knowledge for the others. Appropriate awareness of risk management issues. General knowledge of the principles, problems, and methods of public administration, including organizational, personnel, and fiscal management. Demonstrate integrity and ability to independently apply sound judgement to meet administrative goals and priorities while effectively handling multiple tasks and competing demands. Ability to analyze and define complete organizational, policy, or procedural problems, collect and evaluate data, draw valid conclusions, and project consequences of various alternative courses of action. Successful management and supervisory experience; ability to work effectively with staff both within and outside the department, as well as with the faculty, students, and campus community at large; experience in fostering a cohesive team that works efficiently and effectively to meet short and long term goals.

The position requires the ability to manage multiple projects and competing priorities simultaneously; the ability to recognize and handle confidential information with discretion; the ability to supervise staff, evaluate performance, provide training and recommend appropriate personnel actions; ability to apply conflict resolution skills to deal with stressful situations while maintaining composure, and to contribute to a collaborative environment utilizing exemplary communication and problem-solving skills as necessary.

Application Process
Click the "Apply Now" to apply to this position. Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process.

Qualified candidates must submit the following to be considered:
1. Cover Letter (attach as first page of resume)
2. Resume
3. Online Employment Application (complete entire application, resume/cover letter will not substitute for any part of the application)
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

**Other Information**
Equal Employment Opportunity: The University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

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**Conflict of Interest**
The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

**About Sonoma State University**
Sonoma State University, located 48 miles north of San Francisco, is one of the 23 campuses of the California State University. Sonoma State University is a liberal arts institution with an enrollment of approximately 10,000 students and 530 full-time and part-time faculty. Our beautiful campus is located in Rohnert Park, at the foot of the Sonoma hills in the Wine Country.

Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at [www.sonoma.edu/ps/about/jeanneclery.html](http://www.sonoma.edu/ps/about/jeanneclery.html); Annual Campus Housing Fire Safety Report is available at [www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html](http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html).

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