



GENERAL SUMMARY

Name:		Working Title: Associate Vice President for Student Life & Dean of Students
MPP Level: Administrator IV	Dept. ID: 4015	Department: Division of Student Life
Job Code: 3300		Hiring Salary Range: \$12,084 - \$13,750 / month

POSITION SUMMARY

Reporting to the Vice President for Student Affairs & Enrollment Management (SAEM), the Associate Vice President for Student Life (AVPSL) & Dean of Students (DOS) advances the educational mission of the University and supports Graduation Initiative 2025 by providing leadership for co-curricular programs and activities that foster student development and success; enhance student engagement opportunities; improve the quality of campus life; facilitate students’ holistic integration into University life; and promote positive campus climate. The incumbent is responsible for the strategic direction and oversight of the Division of Student Life, which includes the Office of the Dean of Students, Office of Student Conduct, Student Activities & Events, Career Services & Leadership Development, New Student Programs, Residential Life, and Campus Recreation. The portfolio may be adjusted to reflect institutional priorities and strategic goals, as well as the interests and expertise of the incumbent. The incumbent also serves as the day-to-day administrative liaison to Associated Students, the shared governance auxiliary organization for students at San Francisco State, as well as plays an integral role in compliance and response efforts related to Title IX and Discrimination, Harassment & Retaliation as stipulated by CSU policies. The AVPSL & Dean of Students also serves as the Vice President’s designee as needed.

The AVPSL & Dean of Students provides institutional leadership for developing, delivering, evaluating and refining a cohesive and coordinated vision for student life on campus that supports student access, learning, and success. The incumbent advocates for a student-responsive institutional focus, fosters a culture of excellence and quality service orientation within all areas of responsibility, conveys the needs and interests of students in University decision-making, and advocates for students voices in institutional shared governance. The incumbent meets with student groups and student leaders; responds to student crises, issues and concerns; mobilizes campus resources to respond to emergencies, crisis situations and disruptions that involve students; maintains a visible presence at activities and programs sponsored by student organizations; mediates conflict to promote outcomes that support student learning and well-being; guides, supports, and evaluates unit managers and office staff; facilitates assessment, program review, quality improvement, and the adoption of new technologies and strategies that are data-driven; manages budgets, personnel, and other resources in a manner that is efficient and demonstrates effective stewardship; and ensures compliance with applicable laws, policies, and regulations. As an integral part of the senior leadership team that advises the Vice President and provides vision and direction to SAEM, the incumbent plays a key role in the development of University policy and participates in institutional planning, management, and advancement.

Student Affairs & Enrollment Management’s vision is to inspire and develop leaders who will promote social justice and transform communities. The mission of SAEM is to support educational equity by facilitating innovative programs, services and strategies designed to positively impact all students’ success and progression toward personal and academic goals.

The Division of Student Life facilitates student-centered learning through personal, community, and academic engagement, culminating in a transformative experience. We work collaboratively with students, faculty, administrators, and staff to enhance the overall SF State student experience. As partners in the educational process we:

- Create opportunities for students to integrate curricular and co-curricular learning;
- Promote and support student inclusion in the University decision making process;
- Inform and educate students of their rights and responsibilities as members of the University, San Francisco and global communities;
- Promote and educate students about social justice and equity;
- Network and collaborate with faculty to enhance the student learning experience; and
- Provide educational programs, events and job opportunities that focus on development of leadership competencies, career and life skills, wellness, critical thinking and problem solving skills, and crisis management.

The incumbent is expected to work some weekends and be on-call during campus closure dates. The incumbent must be able to competently interact with a culturally and ethnically diverse population of students, faculty and staff.

ESSENTIAL FUNCTION

See position summary above.

Professional Behavior

- Fosters and promotes the Principles of Conduct for a Multi-Cultural University and User Friendly Principles.
- Promotes and ensures the application of human resources professional responsibilities and ethical standards.

Other Duties as Assigned

EMBODY THE SIX ROLES OF LEADER

- Structuring Work: *effectively manage and direct workflow, create clear position descriptions, clarify roles and expectations and delegate work.*
- Managing Talent: *hire, coach, support employees.*
- Inspiring Performance: *empower, appreciate, communicate constructive feedback*
- Building Teams: *build trust and collaborate*
- Using & Sharing Information: *open communication, transparency*
- Facilitating Change: *encourage other to seek opportunities for different innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.*

EMBODY THE CORE COMPETENCIES

- Bias toward collaboration and teamwork.
- Effective oral, written and nonverbal communication skills.
- Customer/Client Focus with an emphasis in problem solving and resolution.
- Personal effectiveness and credibility as demonstrated by interpersonal and professional confidence.
- Diversity and inclusion

QUALIFICATIONS

Required

The successful candidate will possess a Master's Degree in higher education administration, student affairs or a related field and at least eight years of progressively responsible and relevant experience in student affairs and/or student life, preferably within a comprehensive university with a highly diverse student population. The successful candidate will have a demonstrated track record of accomplishment and leadership. Additional qualifications include: excellent interpersonal and communication skills, including demonstrated ability to work effectively with people of diverse backgrounds; an engaging leadership style and record of accomplishment in partnering with others to create co-curricular and experiential learning experiences for commuter and residential students; evidence of strong commitment to the University's student-centered philosophy and a keen understanding of current issues confronting students and higher education; personal involvement in student activities and enthusiasm for working with students and promoting their development; successful conflict resolution and crisis management experience; significant experience facilitating change, allocating and managing resources, supervising staff, and managing facilities; and evidence of strong commitment and ability to uphold the educational equity goals of the University and its increasingly diverse ethnic, cultural, and international character.

Desired

An earned Doctorate in a relevant discipline; understanding of the California State University, University of California, or other large public higher education system; experience and expertise in working with students in an urban university setting; familiarity working in a collective bargaining environment; demonstrated; demonstrated experience with advancing campus-wide initiatives that improve student success; record of effectively managing complex budget portfolios, including revenue-generating enterprises; and a demonstrated track record of responsible management of fiscal, facility and personnel resources in a publicly controlled institution.