

Assistant Dean of Students  
University of California, Hastings College of Law

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Posted Jan. 8, 2018, expired May 12, 2018

**Job Title** Assistant Dean of Students  
**Department** Academic Dean's Division  
<http://www.uchastings.edu/about/admin-offices/human-resources/employment/index.php>  
**Institution** University of California, Hastings College of Law  
San Francisco, California

**Date Posted** Jan. 8, 2018

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Dean

**Academic Field(s)** Law - General

**Job Website** <http://www.uchastings.edu/about/admin-offices/human-resources/docs/current-openings/AssistantDeanofStudentsADDec2017.pdf>

**Apply Online Here** <http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Assistant%20Dean%20Student%20AD%20Dec2017>

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**Job Description**

THE ROLE

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Under the general direction of the Academic Dean's Office, the Assistant Dean of Students oversees and manages two departments: Students Services and Student Health Services (medical and psychiatric). This position also plays a critical role in helping create an environment where students can be engaged and thrive by representing both College and student needs. In pursuit of this goal, the Assistant Dean of Students oversees a wide variety of activities, resources, and services, including community events, wellness programming, student organizations, student leadership development, academic planning, orientation, and commencement, among others.

The Assistant Dean currently reports to the Associate Academic Dean, a faculty position, whose responsibility includes most student affairs at the College. The College is considering whether to vest authority for student affairs in a professional staff position. The ideal candidate for the Assistant Dean of Students position would be an applicant prepared to assume a larger role in the near future.

#### RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- ? Manages the day-to-day activities of Student Services, including hiring, termination, evaluation, and staff coordination;
- ? Formulates recommendations for and manages the Student Services state and non-state budgets;
- ? Recommends and implements policies and procedures for the operation of Student Services programs;
- ? Works collaboratively with students, other departments, and College leadership to streamline student related College policies and procedures, and recommends new ones as appropriate;
- ? Counsels individual students regarding a wide variety of areas, including moral character and other bar admission issues, and academic planning;
- ? Receives, investigates and monitors student grievances and complaints;
- ? Participates in the creation and assessment of professional readiness programming for students, including Inns of Court;
- ? Assists with cross-departmental coordination and communication regarding student programming and scheduling;
- ? Coordinates with Enrollment Management, Records, and other departments to effectively onboard incoming 1L students and transfer students;
- ? Conducts student outreach and interacts with students as individuals, and as members of various student organizations, including student government;
- ? Works as a member of the team that supports students experiencing difficulties;
- ? Collects and assists with the analysis of student satisfaction/experience survey data and assists with the development and implementation of responsive changes;
- ? Initiates program changes and new programs to respond to student needs.

Responsible for overseeing the performance of the following:

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- ? Student Health Services Manager;
- ? Large- and small-scale events, including new student orientation (both for incoming 1Ls and for transfer students), commencement, study snacks and other exam support efforts, student wellness programming, bar lunch program, and community tutoring program;
- ? Various student activities and events to develop a sense of community;
- ? Academic planning resources and programs;
- ? Production of materials, including the student handbook, handbook for student organizations, and the graduation guidebook;
- ? Faculty advising for students, including evaluating effectiveness and level of engagement;
- ? Registration and supervision of over 60 student organizations, including leadership training for student leaders;
- ? Support for students who are parents, such as the childcare rebate program, and works with directly with parents regarding priority registration;
- ? Student employment for Student Services.

## REQUIREMENTS

### EDUCATION AND EXPERIENCE

- ? J.D. degree from an ABA-accredited law school, CA or NY bar exam passer (admission to practice preferred); and
- ? At least five years progressively responsible experience in the supervision/administration of personnel in student facing programs in a higher education environment, preferably a law school; or
- ? Any equivalent combination of education and related work experience resulting in the possession of the required skills, knowledge and abilities to successfully perform the job.

### KNOWLEDGE, SKILLS & ABILITIES.

- ? Ability to manage the operations of various complex student services programs;
- ? Analyze complex situations and propose appropriate policies or actions;
- ? Interact courteously and effectively with students, faculty, staff and external constituencies, with a strong customer service orientation;
- ? Work well with a diverse student population and across departments, as a member of a team to advance student success;
- ? Communicate effectively orally and in writing;
- ? Be proactive, creative, and solution-oriented;
- ? Demonstrate strong organizational and project management skills;
- ? Knowledge of Bar admission requirements, law school academic programs, advising/counseling techniques, and principles and practices of higher education student

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personnel and budget administration;

? Maintain confidentiality and security of student records, in compliance with laws including FERPA;

? Undertake basic data compilation and analysis;

? Must be detail-oriented, but efficient and able to prioritize.

### **EEO/AA Policy**

UC Hastings College of the Law is an equal opportunity employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Human Resources  
Human Resources  
University of California, Hastings College of Law  
200 McAllister St.  
San Francisco, CA 94102

**Contact E-mail** [humanresources@uchastings.edu](mailto:humanresources@uchastings.edu)