

Associate Dean, Student Affairs
Barry University

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Posted Aug. 13, 2019, set to expire Dec. 15, 2019

Job Title	Associate Dean, Student Affairs
Department	Dwayne O. Andreas School of Law
Institution	Barry University Orlando, Florida
Date Posted	Aug. 13, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Law - General
Job Website	https://barryu.wd5.myworkdayjobs.com/en-US/BarryU/job/Orlando--Law-Campus/Associate-Dean--Student-Affairs_R0003233
Apply Online Here	https://barryu.wd5.myworkdayjobs.com/en-US/BarryU/job/Orlando--Law-Campus/Associate-Dean--Student-Affairs_R0003233
Apply By Email	
Job Description	

[b]Summary

Under the direct supervision of the Law School Dean, the Associate Dean for Student Affairs oversees the student affairs division for the law school including supervisory authority over the following divisions: Student Life, Career Services, and Financial Aid. Ensure integrity in the delivery of appropriate services to a diverse student population.

Essential Duties

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1. Oversee and implement all student related matters by:

- * Advising and counseling students as to all law school related issues including academic, student related or personal concerns.
- * Implementing and enforcing Student Code of Conduct.
- * Manage all ADA students, set up testing arrangement and work with student note takers.
- * Counseling and disciplining students as necessary.
- * Resolving discrepancies between Barry application and provide disciplinary actions to students, if necessary.
- * Evaluating students' petitions in regard to academic matters and recommending alternative solutions.
- * Counseling students regarding probation letters and dismissals.
- * Assisting students and the Registrar's office in day to day problems that arise.
- * Participating in review of Honor Code complaints and making determination to send to committee for further action.
- * Reviewing and making determinations on all excused absence forms submitted.
- * Revamping policy for proctors for law school exams.

2. Provide leadership and oversee the Student Affairs departments by:

- * Supervising and supporting the Director of Career Services and Student Life, who manages approximately 35 social student organizations and those corresponding budgets of approximately \$76,000.
- * Supervising and counseling the Director of Student Financial Services, and the Director of Career Services and Student Life to aid in the achievement of departmental goals and assist with various challenges/obstacles presented to the departments as necessary.
- * Supervising staff counsel and coordinate with her regarding student issues and challenges.
- * Providing guidance as to annual strategy for each department and assisting with employee personnel issues as presented.

3. Perform daily administrative tasks to:

- * Assist the Dean and other Associate Deans as required to achieve the overall goals of the law school.
- * Oversee long term administrative and budget planning for each department within Student Affairs.
- * Correspond with Florida Bar regarding students who have incurred violations.
- * Review amendments to students' law school applications.
- * Assist with development of updates to student handbook.
- * Revise Student Code of Conduct annually.
- * Act as liaison with main campus to coordinate accommodated testing conditions for students with

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disabilities.

* Serve on various committees across the law school community.

4. Oversee Law School campus events by:

* Overseeing all aspects and managing the coordination team for law school graduation and commencement festivities, including graduate reception, for approximately 2500 guests.

* Supervising the planning and implementation of student orientation ensuring it runs smoothly and effectively.

* Overseeing the planning of Barristers' Ball for approximately 300 guests.

* Overseeing and supervising annual pro bono fair as well as all other career services and financial aid programs.

Qualifications/Requirements

Juris Doctorate.

Three to five years of relevant student affairs experience; preferably with a law school.

Experience ensuring integrity in the delivery of appropriate services to a diverse student population.

EEO/AA Policy

Barry University does not discriminate on the basis of race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, genetic information, familial status, marital status, pregnancy, age, disability status or veteran status. This policy applies to students, employees, applicants and trustees with respect to participation in any program, benefit, activity or student/employment opportunity offered by the University. Every member of the University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment. Further, every University employee has an obligation to observe Barry University policies and implementation of federal and state law as a term of employment. No person shall be retaliated against for reporting violations or concerns about prohibited discrimination or bias through appropriate University channels.

Nothing in this non-discrimination statement shall require Barry University to act in a manner contrary to the beliefs and teachings of the Catholic Church or the University mission statement.



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Contact Information

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

Contact

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