

ASSISTANT DEAN OF STUDENTS  
OR  
ASSISTANT DIRECTOR OF STUDENT AFFAIRS\*

**Function of Job:**

Under administrative supervision of the Dean of Students or other appropriate Administrator, to assist in meeting student needs, resolving students' problems and fostering their adjustment to the college/university through effective counseling efforts and participation in related programs; and/or to supervise, administer and expand student programs, as assigned.

**Characteristic Duties and Responsibilities:**

1. Counsel students on needs, concerns and problems, including general advice, referrals, handling emergencies, programming and committee assignments.
2. Plan, organize, expand, administer and supervise student programs, as assigned, such as judicial matters, orientation, pre-registration, commuter/transfer center, international students, residential life, wellness and domestic exchanges, and prepare/administer program budgets.
3. Be responsible for supervision and maintenance of student personnel records.
4. Participate in programs/projects designed to foster improved parent-college-community-agency relationships.
5. Prepare and plan conference, seminars and workshops, as necessary.
6. Supervise/evaluate professional and operating staff, as assigned, and select, train and supervise student staff engaged in specific projects.
7. Serve as member of various committees, as assigned.
8. Develop/maintain various methods of data collection to measure efficiency of programs and needs of students.
9. Prepare communications/publications for the use of students and write proposals on various projects, as assigned.
10. Perform related duties, as assigned.

**Minimum Acceptable Qualifications:**

1. Master's degree in Higher Education, Counseling, Human Development or Psychology and three years of experience working with students in a college/university environment.
2. Counseling and interpersonal skills.
3. Excellent communications skills, both oral and written.

**Additional Desirable Qualifications:**

1. Experience in supervision of professional staff, orientation programs and counseling.

8/17/92  
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System Approval

8/17/92  
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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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\* Revised--original approved 7/30/76 as "Assistant Dean of Students/Assistant to Dean of Student Affairs" and revised 8/8/80.