AUBURN
Human Resources

Sr. Assoc VP and Dean of Students

Job Description

JOB INFORMATION

Job Code	AE36
Job Description Title	Sr. Assoc VP and Dean of Students
Pay Grade	SR18
Range Minimum	$164,070
33rd %	$218,760
Range Midpoint	$246,100
67th %	$273,450
Range Maximum	$328,140
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	11/2/2026 3:18:37 PM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

Reporting to the Vice President for Student Affairs, this position, through subordinate directors, leads and directs the strategic management, planning, budgeting, policies and operations of the departments of Student Involvement, Greek Life, Student Conduct, First-Year Experience, Parent and Family Programs, and Student Counseling & Psychological Services. This position advances the division's priorities through effective supervision, coordinated services, sound stewardship, and partnerships across the university. This position acts as the principal deputy to the Vice President.

RESPONSIBILITIES

- Maintains a consistent, visible presence in campus life, including evenings and weekends as appropriate. Builds relationships with students across the university, including students outside formal leadership roles. Establishes regular opportunities for informal conversation and structured listening. Explains university expectations and decisions, identifies emerging concerns, and ensures students receive meaningful follow-up.
- Serves as a principal resource for complex student concerns. Leads the coordination of assistance, referrals, and follow-through among assigned departments and campus partners. Identifies recurring barriers and recommends improvements to policies, services, and university processes. Supports student agency and responsibility while helping students navigate the institution.
- Leads the division’s coordination of student and family support during serious incidents. Maintains response protocols, leadership coverage, and clear escalation practices. Partners with public safety, health providers, academic leaders, and other designated officials.
- Provides executive oversight of SCPS strategy, staffing resources, service access, capacity, and operational effectiveness. Supports the SCPS executive director’s responsibility for clinical practice, clinical supervision, and professional standards. Promotes effective consultation and referral relationships consistent with confidentiality requirements and applicable university policies.
- Provides leadership for fair, consistent, educational student conduct processes and exercise exercises authority assigned by university policy. Guides Greek Life priorities for student development, organizational effectiveness, community expectations, and accountability. Maintains productive relationships with student leaders, advisors, alumni, and national organizations.
- Leads family education, communication, and engagement through Parent and Family Programs. Guides the coordinated response to complex family concerns, supports appropriate family involvement, and reinforces students’ responsibility for their own university experience.
- Supervises and develops assigned department leaders. Establishes priorities, service expectations, budgets, and performance goals aligned with division direction. Assesses effectiveness and student outcomes,

RESPONSIBILITIES

	addresses service gaps, and recommends resource or organizational changes to the Vice President. Builds strong working relationships with academic and administrative partners.
•	Advises the Vice President on division priorities, emerging issues, and organizational effectiveness. Leads designated initiatives across the division, convenes leaders to coordinate assigned work, and represents the Vice President in specified meetings and engagements. Acts on the Vice President's behalf during absences or other designated circumstances within established delegation and escalation expectations. Keeps the Vice President informed and brings forward decisions requiring executive authority.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	in Higher Education, Management, Business Administration, or a field related to Student Affairs is required. A Doctoral Degree is preferred.	and	10 years of	experience in higher education administration and strategic planning for student programming and/or student life, with a minimum of ten (10) years of progressive administrative responsibility in one or more areas assigned, to include a minimum of five (5) years at the director's level; as well as a minimum of five (5) years directing multiple departments within a university setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of higher education policies and procedures, Family Education Rights and Privacy Act (FERPA) guidelines, student development practices, strategic planning, and program evaluation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.