

## Assistant Dean

### About This Role:

The Assistant Dean is a front-line professional who works with students, families, and faculty/staff to assist and support students with problems and help them be successful at K-State. This position requires an in-depth understanding of university policies and procedures, including policies related to federal compliance and accessibility.

The Assistant Dean consults with academic deans when determining cause for a student's withdrawal from and/or reinstatement to the university. An in-depth understanding of crisis response techniques and de-escalation skills as well as concise communications with all constituents is required. The position requires the ability to respond to complex, ambiguous crisis situations and make appropriate decisions. On-call response for crisis situations that happen after office hours is a requirement as the primary responder three to four weeks per semester and the additional responder at critical times. For full job description please visit: <https://www.k-state.edu/student-support/about/positionsandnews.html>

### About Us:

Student Support & Accountability works to support students experiencing difficulties which impact their life, both academically and personally.

Student Support & Accountability strives to foster an environment of collaboration, responsibility, and mutual respect in partnership with students and all of our university colleagues.

We do this by:

- Providing direct support and services to students
- Advocating for students in a variety of settings
- Connecting students with accurate referrals for academic and personal problems
- Encouraging appreciation of diverse experiences and perspectives
- Coordinating the university response to campus and student crises
- Addressing conduct and behavioral concerns through educational interventions and policy application
- Supporting and serving as a resource for student family members

### 65% - Student Support and Advocacy

*Specific Duties:*

- Provide support to students responding to and managing problems including medical, mental health, harassment issues and personal/family emergency situations and makes appropriate referrals to campus and community resources.
- Serve as the primary liaison for one to three academic colleges, and secondary liaison to all students on campus.
- Create action plans for short-term, intermediate, and long-term response.
- Work with the Student of Concern referral process for all types of reports. This individual works in partnership with students and campus constituents to solve problems, to provide

support, and to advocate for students. In depth knowledge of university policies and procedures related to both academic and disciplinary issues is required (civil rights complaints, grade grievances, graduate school grievances, some honor and integrity cases, and any other student policy infractions).

- Work to solve problems with students in challenging situations by encouraging them to advocate for themselves in future situations. In many situations, the Assistant Dean will communicate with the student's faculty advocating for appropriate adjustments.
- Consult with students on dropping classes, advocating for incomplete grades, or other academic adjustments.
- Review and approve all late drop/withdrawals as they pertain to medical or extenuating personal circumstances. Meet with students to discuss the requests, collect and evaluate appropriate documentation, notify Registrar's Office of drops and refunds.

## **20% - Behavioral Policy Support**

*Specific Duties:*

Conduct:

Specific Duties:

- Serve on Administrative Review Teams with the Office of Civil Rights & Title IX to evaluate and investigate claims of violations of the university policy preventing discrimination, harassment, sexual violence and stalking for reports involving students.
- Ask questions during investigations of complainants, respondents, and witnesses; evaluate and assess evidence provided and credibility of parties involved.
- Help make determinations of policy violations with Administrative Review Team, including discussions of appropriate sanctions if a violation is found. This includes all Title IX investigations involving students. At times this means making decisions on sanctions which could include suspension or dismissal from the university.

Housing & Dining Services:

- Serve on contract hearings to ensure due process, assist with information gathering, and make recommendations regarding disposition of student's housing contract.
- Support housing staff during on-call situations after hours pertaining to safety or health and wellness.
- Liaison to provide additional support to housing staff involving difficult behavioral concerns.

Critical Incident Response Team / Risk Compliance:

- Attend CIRT meetings and provide input and support to the planned response.
- Consult regularly with primary CIRT chair in making determinations of behavioral interventions and the appropriate methods of response.
- At times this means making decisions on sanctions which could include suspension or dismissal, temporary risk mitigation measures, including banning from campus, residence halls, etc.

Student Organization Conduct:

- Serve as co-investigator on Student Organization Conduct review teams on an as needed basis.

**10% - On-Call Responsibilities and Campus Community Crisis**

*Specific Duties:*

- Serve three to four weeks per semester as Dean on Call, available to remotely respond 24 hours a day with the occasional in person response.
- Respond to the Student of Concern referrals, police reports, and housing concerns.
- Respond to seriously disruptive, threatening, or emergency situations on campus, notify pertinent offices and administrators, and contact family members of the student(s) involved, as needed.
- Coordinate with local agencies, including law enforcement and medical facilities, to assist students.
- Support students during and after a natural disaster (fire, tornado, flood, hurricane, etc.). When students are impacted locally, respond in person to help connect with local aid efforts.

**3% - University Committees and Presentations**

*Specific Duties:*

- Early Assessment and Reporting Committee
- Other committees, as requested by Dean of Students or supervisor
- Residence Hall and Jardine staff training
- College and conduct specific presentations, as requested

**2% - Student Death**

*Specific Duties:*

- Serve as primary point of contact for families of students who pass away.
- Send notice to relevant campus partners to initiate campus death protocols for resolving the student account.
- Work with faculty to notify classmates and provide support to students impacted by the passing.
- Work with relevant campus clubs, organizations, or employment locations to notify others of the student passing.
- Partner with Human Resources to provide support to impacted faculty and staff.

To apply for the position please visit: <https://careers.k-state.edu/>

Any questions may be directed to:

*Andy Thompson*

*Assistant Vice President and Senior Associate Dean of Students*

*Student Support and Accountability*

[athomp@ksu.edu](mailto:athomp@ksu.edu)

(785) 532-6432