

JOB DESCRIPTION

JOB TITLE: **Assistant Dean of Student Development/Counselor
(East/North/Spring Hill Campus)**

REPORTS TO: **Appropriate Provost or Associate Provost**

BASIC FUNCTION: **Responsible for student orientation, testing, registration, financial aid, veteran affairs, academic advising and counseling for the campus.**

CLASSIFICATION: **Managerial and Other Academic Personnel**

DUTIES AND RESPONSIBILITIES:

1. Directs and supervises the Student Services staff.
2. Directs and supervises all student activities and serves as Student Government Sponsor if this activity is not assigned to an Advisor.
3. Serves as a member of the Council on Student Development, recommends agenda items to the Associate Dean of Student Enrollment and Retention, and takes necessary follow-up action on Council recommendations in his or her area.
4. Makes recommendations for the employment of personnel to the Provost or Associate Provost.
5. Coordinates activities and office personnel coverage with the Provost or Associate Provost.
6. Prepares the annual evaluations of persons supervised.
7. Assures the following student services are carried out efficiently and effectively:
 - Orientation
 - Academic advising
 - Testing
 - Career development
 - Student recruitment
 - Placement
 - Student information dissemination
8. Coordinates appropriate Campus activities.

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9. Resolves apparent and referred conflicts and problems on student status and records, and on student discipline and complaints when possible, and refers them to the Provost or Associate Provost, as needed.
10. Carries out administrative processes in areas of responsibility.
11. Recommends approval of Student Organization Charter requests to the Associate Dean of Student Enrollment and Retention.
12. Recommends proposed budgets for areas of responsibility to the Associate Dean of Student Enrollment and Retention.
13. Assures the preparation and maintenance of student files, Veteran Administration files and financial aid files.
14. Coordinates faculty involvement in the areas of recruitment and retention of students with the Dean or Associate Dean.
15. Serves as liaison person with public schools, community/junior and senior colleges.
16. Provides academic, vocational and personal counseling to students.
17. Coordinates and recommends students for PHCC and transfer scholarships to the Associate Dean of Student Enrollment and Retention.
18. Assists in implementing the College Equity Plan.
19. Represents and acts for the Provost, Associate Provost, or Dean in his/her absence.
20. Performs other duties as may be assigned.

MINIMUM QUALIFICATIONS:

**Master's Degree in Counseling or related field required. Doctoral Degree preferred.
Two (2) years of counseling in a postsecondary institution preferred.**

file: Assistant Dean, Student Development & Counselor EC-NC-SH
last revised: 1/12/07; 3/18/10