



## DEAN OF STUDENTS AFFAIRS

- Responsibilities:** Assists the Provost/Vice President for Academic and Student Affairs in accomplishing the goals of the University's student affairs unit. Assists in coordinating and monitoring all aspects of student life including housing, religious life, student activities, student health center, student support services and student rights and responsibilities. Essential functions include leading and coordinating the delivery of services and programs to complement academic learning, maintaining accreditation standards, and overseeing other University programs. Effectively works as a member of a team by collaborating with faculty, staff and administration in responding to outside accrediting agencies and effectively engaging in strategic planning, performance evaluations, program reviews and other assessments of the University's effectiveness. Specific duties include, but are not limited to: serving as a channel of communication between students and the Provost and Vice President for Academic and Student Affairs; assisting in professional growth of the student affairs staff; leading in development of programs/services that emphasize academic achievement, encourages students to exhibit mature, responsible personal behavior, fosters active participation in activities and programs that complement academic learning, promotes volunteer and outreach to others, and support community and campus spirit; assisting in preparation of annual student affairs unit's budget; serving as the University's administrator for student organizations and activities; and performing other job-related duties as assigned by supervisor.
- Qualifications:** Ph.D. preferred, M.A. required; at least five years experience in Student Personnel Administration, Counseling, or in allied disciplines of Behavioral Sciences or Education; experience working with students in an institution of higher education preferred; demonstrated commitment to education and student excellence; significant administrative experience in positions of increasing responsibility; skilled in decision-making, problem-solving, and collaboration; excellent writing, speaking, interpersonal and management skills; knowledge of current issues in student affairs and higher education and active participation in professional associations; familiarity with issues facing church related, historically black colleges and universities; commitment to the mission of the University, to the leadership of the President and the Provost and Vice President for Academic and Student Affairs, and to the potential of each student for academic and personal achievement.
- Salary:** Competitive salary range and comprehensive fringe benefits package.
- Setting:** Huston-Tillotson University is an independent, liberal arts, church-related, historically black institution located on a 23-acre tree-lined campus near downtown Austin, Texas. The University is affiliated with The United Methodist Church, the United Church of Christ, and the United Negro College Fund. Undergraduate, four-year degrees in business, education, the humanities, natural sciences, and social sciences are awarded. Huston-Tillotson University is multi-cultural, multi-ethnic, and multi-faith, and welcomes students of all ages, races, and religions. While faculty are engaged in a range of activities, their primary focus is teaching. The student-teacher ratio is 15 to 1, which allows an environment of personalized attention to students
- To Apply:** Candidates should submit a letter of interest establishing qualifications for the position, current resume, and an HT application. HT applications can be found at [www.htu.edu](http://www.htu.edu). This position will remain open until filled. Preferred start date is January 3, 2012. Forward application packets to: [humanresources@htu.edu](mailto:humanresources@htu.edu) or by mail to: Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795.