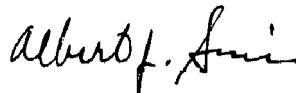


ASSISTANT DEAN OF STUDENT SERVICES (UHM)

Definition

This is administrative staff work involving student services and related support functions requisite to the administration of the instructional, research and public service objectives of a school or college. Work includes responsibility for administering student services programs; establishing or directing the establishment and maintenance of records systems and attendant procedures to ensure the proper storage and retrieval of student records. Work may include assisting in formulation of academic and administrative plans; assisting in developing of grant proposals; preparation of bulletins and reports; and participation in committee activity. Work entails considerable contact and the maintenance of working relationships with senior campus administrators, systemwide management personnel, senior academic administrators, systemwide management personnel, senior academic administrators, faculty and administrative staffs of State and federal agencies. Work requires knowledge of the theories, principles and contemporary practices of higher educational administration as well as knowledge of applicable federal, State and institutional regulations governing student services. A salient allocating feature for positions in this class is major involvement in student services activities as opposed to primary and direct academic program involvement. Supervision may be exercised over administrative, professional, technical and clerical staff. Work is performed under general broad guidance and is reviewed for adherence to policies and procedures and by evaluation of results obtained.

This is a retitling of the class, Director of Student Services (UHM), to Assistant Dean of Student Services (UHM), effective 09-05-86.



Albert J. Simone

January 19, 1987

Date