Associate Dean of Students

Dean of Students
Job #22-43
Open Until filled

First Review date: Friday, April 22, 2022

(Job #22-43) Administrator I, Associate Dean of Students, $3,750 - $10,417 monthly. Salary is commensurate with qualifications and experience. This is a full-time benefited, exempt, 12-month pay plan position in the Dean of Students office. This position is an Administrator I in the California State University Management Personnel Plan (MPP). Under this plan, incumbents are subject to normal management reviews and serve at the pleasure of the University President. Additional information can be found at: http://www.calstate.edu/HRAdm/policies/mpp.shtml. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Now is an exciting time to join the Dean of Students as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state’s third polytechnic institution and the first in Northern California. Backed by a historic state investment, we’re adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Position Summary:
Reporting to the Dean of Students, the Associate Dean of Students coordinates the University’s student conduct procedures, including the adjudication of Student Code of Conduct violations; assists in and provides crisis intervention for student and university-wide crisis management including protests, threats, illness, dangerous behavior and the like. The incumbent also provides training to the larger campus community regarding response to Students of Concern, classroom management, etc. Incumbent also may maintains a CARE caseload in addition to Student Conduct and Behavioral and Intervention Team caseloads, if needed. The incumbent will work to infuse equitable practices into the
area of student conduct and the Office of the Dean of Students to ensure and promote equitable approaches to student discipline and preventative measures. This position oversees the operations, budget, and supervision of the Students Disability Resource Center (SDRC), the Testing Center, and the Veteran’s Enrollment and Transition Services (VETS).

Key Responsibilities:

a. Student Conduct/Office of Student Rights & Responsibilities (Includes Students of Concern) (50%)

b. Serves as the university’s primary Student Conduct Coordinator, as defined in CSU Executive Order 1098, with responsibilities to investigate and adjudicate alleged violations of the Student Code of Conduct (Section 41301 of Title 5 of the California Code of Rules and Regulations) by students. This responsibility includes but is not limited to addressing student violations of system and university policies concerning acts of violence; alcohol and drug use; attendance and disruptive behavior; academic dishonesty; and adjudication of sexual misconduct and discrimination, harassment, and retaliation complaints.

c. Investigate conduct/policy violations which involves working with students, faculty, staff, on-campus and local law enforcement agencies, and the off-campus community.

d. Facilitate student conduct due process which affords both formal and informal resolution for the students and student groups referred.

e. Represents the university community during formal hearing process.

f. Serves as a resource for faculty, staff, administrators, and the off-campus community by providing advice and guidance regarding effective and sensitive application of appropriate system and university policies and procedures.

g. Works closely with the university Department of Housing and Residential Life in administering the university-wide student conduct process for students living in the residence halls who are alleged to have violated the Student Code of Conduct, including system and university policies and guidelines. g. delegation of lower level infractions to Residential Life staff and providing advice to Housing and Residential Life Management and professional Residential Life staff regarding best practices regarding effective and appropriate response, and referrals to services.

h. Serve on CSU Student Conduct Administrators group, reviewing system student rights & responsibilities codes, policies and procedures (e.g., Student Code of Conduct, Student Conduct and Due Process, Discrimination/Harassment/Retaliation and TIX policy and procedures, etc.), offering critical review via the system group to the CSU Chancellor’s Office of General Counsel regarding proposed changes in process and /or language to ensure clarity and fairness.

i. Provide annual training to the university's formal hearing officers.

j. Serves on committees related to conduct and policies, which includes committees related to sexual assault prevent, alcohol and other drugs prevention, Clery, campus safety and policing.

k. Conduct annual assessment for Student Conduct, developing goals and outcomes for the areas of Student Rights & Responsibilities.

Supervision (30%)

a. Provides supervision and management oversight of the University’s Campus Assistance Response and Engagement (CARE) program, Student Disability Resource Center (SDRC), the Testing Center, and the Veterans Enrollment and Transition Services (VETS).

b. In the absence of the Dean of Students, the incumbent will serve as a supervisor of the Assistant to the Dean of Students.

c. Assume the responsibilities of the CARE Services Coordinator and/or Case Manager in their absence, providing intervention, support and appropriate referrals to both on-campus and off-campus community resources.

d. Provide an annual performance evaluation of the CARE Services Coordinator and Case Manager and works with the coordinator and case manager in completing, with others as appropriate (e.g. Counseling & Psychological Services, Campus Assessment Team, Student Health and Wellness Services, etc.), an annual review and assessment.
e. Responsible for the management oversight of the SDRC, Testing Center programs, and Veterans Enrollment and Transition Services, including policy development and implementation, student eligibility, service delivery, staffing and employee management, and administration of these multifaceted programs and their policies.

f. Management of the programs’ budgets, implementing long-term plan for provision of admissions and reasonable accommodations in a fiscally responsible manner. Due to the nature of the SDRC program, budgetary needs are often unpredictable, depending upon necessary accommodations and student needs.

g. Make decisions related to student eligibility and accommodations in these programs.

h. Coordinate assessments with the coordinators of CARE, SDRC, Testing Center, and VETS program.

i. Serve on CSU Systemwide Group for Students with Disability Office Directors.

Triage/Student Behavior Intervention Services (5%)

a. Serves on the Student Intervention Behavior Team (SBIT), a sub-group of the Campus Assessment Team, to determine threat to the safety and welfare of the campus community by students and non-campus community members.

b. In collaboration with other team members, responsibilities include determining an appropriate response/intervention and determining the appropriate parties to provide the direct response/intervention for Students and Non-campus community member of Concern.

c. Be a first responder/interventionist, sharing these duties with the Dean of Students;

d. Serves as the co-chair of the Student Behavior Intervention Team (SBIT).

Training and Presentations to Campus Community and CSU System Student Conduct Administrators (5%)

a. Incumbent develops and provides the following training and presentations:

- Faculty and Staff training concerning classroom management and disruptive behavior;
- Faculty and Staff training for working with and addressing other behaviors of Students of Concern;
- In collaboration with the Office of Student Life, provide anti-hazing training for intercollegiate and sports club athletes, Greek members, and student organizations and club leaders;
- Anti-Hazing training for Student Organizations and Club Advisors, and Intercollegiate Athletics Coaches;
- Upon request of the CSU Student Conduct Administrators Group, provide training on various topics related to Student Conduct administration, education, and data management (e.g., Maxient on-line reporting system and database, Anti-hazing training, Student Conduct norming, etc.).

Reports, Publications and Database Management (5%) Manages the Maxient on-line reporting system and database for Students of Concern for the offices of Student Rights & Responsibilities, Dean of Students, CARE Services, and Housing & Residential Life. This includes providing statistical reports for Student Conduct and TIX Conduct.

a. Writes and prepares annual assessment report for Student Rights and Responsibilities, reviews and edits CARE Services annual assessment report.

b. Provide data for and/or prepare Clery report for Student Conduct.

Orientation (5%)

a. In coordination with the Dean of Students, provide support for Cal Poly Humboldt's orientation program.

b. Provide support in regards to registration support for new and incoming students as part of new student registration and orientation.

Knowledge, Skills, and Abilities Associated with this Position Include:

- Strong written and oral communication skills.
- Counseling and advising skills.
- Conflict resolution and mediation skills.
- Knowledge of best practices and skills in assessing risk and threat to a campus community within a campus-based assessment team.
• Clear understanding of all facets of a university setting and ability to relate that knowledge to faculty, staff, students and off-campus community members.
• Knowledge of and ability to interpret campus policies and procedures, academic regulations, and Title of the California Code of Regulations.
• Knowledge and application of student due process procedures including policies and procedures for TIX, Discrimination/Harassment/Retaliation, and Student Due Process as defined by CSU Executive Orders
• Good organizational skills.
• Understanding of relational databases and ability to track and generate data as well as interpret data and trends.
• Knowledge of students with disabilities and ADA and other compliance regarding people with disabilities.
• Knowledge of veteran students and veteran dependents and compliance regarding veterans and the VA.
• Knowledge of accommodated testing and services.
• Knowledge of revenue generating testing services.

Minimum Qualifications:
Minimum qualifications include:
• 3 years of service as a student conduct administrator for a university, university residential life, or K-12 experience in providing interventions for students of concern.
• Global understanding of the role and function of student services within a university and of current best practices for facilitating student development within a social justice framework.
• Ability to quickly comprehend and implement complex and changing rules, regulations, policies, and procedures with respect to student conduct including student conduct rights under TIX, Discrimination/Harassment/Retaliation, and Student Due Process policies and procedures.
• Ability to appropriately interpret and explain complex policies and procedures to students, student advisors, faculty, staff, and off-campus community members concerning the Student Code of Conduct as well as system and university policies and procedures concerning sexual misconduct including Sexual Violence and other forms of violence, Discrimination/Harassment/Retaliation, and Student Due Process rights.
• Excellent interpersonal communication skills, crisis management skills, and non-psychological counseling skills.
• Experience with trauma-informed investigation and adjudication techniques, particularly with respect to incidents of sexual violence and other forms of physical assault.
• Experience and knowledge working with students with disabilities, veterans and their dependents.

Education:
• B.A. or B.S. required, Master of Arts degree preferred
• Education should be in related fields such as psychology, education, sociology, counseling or other social science, or student personnel.

Preferred Qualifications:
• Master of Arts degree preferred

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):
• Letter of Interest
• Resume or Curriculum Vitae
• Contact information for at least three professional references
• Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: Cal Poly Humboldt Vacancy Announcement Page 4)
https://forms.humboldt.edu/employment-history-form; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved.

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/104609

Application Deadline: The first review date of application materials is 11:59 p.m. on Friday, April 22, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt’s Human Resources Office at (707) 826-3626.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
Effective January 1, 2022, the California State University system (CSU) Out-of-State Employment Policy prohibits hiring employees to perform CSU-related work outside California. Questions regarding the CSU Out-of-State Employment Policy, please contact Cal Poly Humboldt Employee/Labor Relations & Compliance at hsuhr@humboldt.edu.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: https://clery.humboldt.edu/content/annual-security-reports.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent off of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at Cal Poly Humboldt’s Flickr page.