
Position Description
Assistant Dean of Undergraduate Student Services
College of Business Administration

The Assistant Dean of Undergraduate Student Services is responsible for providing strategic leadership to undergraduate advising, recruitment and student support programs under the authority of the Dean of the College of Business Administration. Duties include:

- Provide direction to staff and programs within the unit to meet the needs of all undergraduate students in the college and the strategic goals of the college and university related to the undergraduate student experience.
- Provide direction to key student support programs and activities such as recruitment, new student orientation and enrollment programs, onboarding events, courses and activities, advising, front desk and records processes and others related to students' experience in the college.
- Direct and indirect supervisory responsibilities of several professional and student staff members.
- Manage the budget for the unit.
- Provide high quality advising services and support for 50-100 students yearly.
- Meet with students to provide advice related to concerns and special situations such as backdated drops, withdrawals from classes, transfer credit authorization, course substitutions and study abroad approvals.
- Lead reinstatement hearings.
- Serve as the point of contact for college departments and university support offices such as the Office of Student Life.
- Work closely with the Associate Dean for Academic Programs to assure that information about academic programs is integrated into the advising function and effectively communicated to students.
- Serve on the College of Business Executive Committee, several other key college and university committees.
- Perform other duties as assigned by the Dean of the College.