**Dean of Students Unit Common Purpose:** The Dean of Students Unit promotes “student growth and life success” through advocacy, communication, and education.

**Position Summary:** The Dean of Students Office is responsible for supporting students and their families through crisis, challenges, and other difficult situations. This position will serve to triage for the reception area and assist in responding to student needs. This position will also be cross trained and familiar with updating Social Media Accounts, editing the DOS website, and assisting the Dean and Associate Deans with research needs and special projects. Other duties as assigned.

**Knowledge, Skills, and Abilities:** Bachelor’s degree and full admittance into a graduate program of study at Georgia Southern University, have a Graduate Assistant Application on file with the College of Graduate Studies, and be eligible to hold an assistantship according to the policies of the College of Graduate Studies and Georgia Southern University.

**Essential Functions & Responsibilities:**

- Assist student assistants in serving the reception area (answer calls, greet visitors, connect students to resources, etc)
- Triage student needs (determine appropriate resources and contacts for each student need)
  - Meet briefly with students who present in the office to determine their needs and next steps
  - Consult with the Dean of Students or Associate Dean for Student Advocacy as appropriate
- Refer students to appropriate campus and community resources
  - Answer general student questions
  - Connect students to the University complaint, grade appeal, and withdrawal procedures
- Plan and execute DOS programs, events, and professional development opportunities as advised by the Dean of Students
- Accomplish special projects as assigned by the Dean of Students and/or Associate Dean for Student Advocacy
- Other duties as assigned

**Minimum Education Required:** Bachelor’s Degree

**Minimum Experience Required:** One or more years of work-related experience

**Other:** Occasional weekend and evening work required and Occasional travel for conference required