Title: Dean of Students Office Graduate Assistant

Campus Locations: Armstrong & Liberty Campuses

Office Location: Armstrong Campus

Minimum Education: Bachelor’s Degree

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 DSO website, and assisting the Dean of Students with research needs and special projects. Other duties as assigned.

Knowledge/Skills: Ability to manage stress and work in crisis situations
--Ability to manage multiple tasks at once
--Knowledge of federal privacy laws (FERPA)
--Positive attitude and team-centered mindset
-- Desire to serve students

Primary Functions:
--Serve as case manager for Students of Concern, including outreach and follow-up with students, connection to resources, development of success plans
--Assist in development and redevelopment of Dean of Students Office policies and procedures
--Plan and implement outreach and educational programs for the Armstrong & Liberty Campuses in regards to the services and programs of the Dean of Students Office
--Complete special projects and requests as assigned by the Dean of Students and/or Director of Student Conduct
--Assist in front office coverage as necessary
--Other duties as assigned

Work schedule: All graduate assistants work a maximum of 20 hours per week
--Schedules will typically be set at the beginning of the semester, but some changes may occur dependent upon the time of year and student situations