



DEAN OF STUDENTS STUDENT AFFAIRS

REPORT TO: Senior Vice President of Strategic Initiatives
E CLASS: FT12 Month
FLSA: Exempt

PURPOSE:

Miles College invites applications for the position of Dean of Students. Reporting to the Senior Vice President of Strategic Initiatives, the Dean of Students serves as the senior operational leader of the Division of Student Affairs, responsible for enhancing the student experience through innovative programming, student support services, residence life, student engagement, leadership development, student conduct, and case management. The Dean provides direct supervision of the Director of Housing and Residence Life, the Director of Student Activities and Leadership Development, and the Director of Student Facilities, and collaborates closely with the Title IX Coordinator, Public Safety, Counseling Services, and Academic Affairs.

The Ideal Dean of Students Candidate Will:

- **Provide strategic leadership** for the Division of Student Affairs by advancing initiatives that promote student engagement, leadership development, well-being, belonging, persistence, retention, and graduation.
- **Lead a comprehensive student support system** by overseeing case management, crisis response, student advocacy, intervention efforts, and student conduct while coordinating collaborative support for students experiencing academic, behavioral, financial, medical, or personal challenges.
- **Provide administrative oversight** for Housing and Residence Life, Student Activities and Leadership Development, and other student life programs that enhance the student experience and foster a vibrant campus community.
- **Serve as a visible, student-centered leader** who models professionalism, sound judgment, ethical leadership, and a commitment to Miles College's mission, values, and educational goals.

REQUIRED QUALIFICATIONS

- Master's degree from an accredited institution in Higher Education Administration, Student Affairs, Counseling, Education Leadership, or a related field.
- Minimum of five years of progressively responsible experience in higher education student affairs administration.
- Documented experience supervising professional staff and managing student-centered programs and services.
- Experience with student case management, crisis response, student conduct, and student

support services.

- Strong leadership, organizational, problem-solving, and decision-making skills, with the ability to exercise sound judgment, maintain confidentiality, and respond effectively in emergencies.
- Excellent oral, written, interpersonal, and relationship-building skills.
- Ability to work evenings, weekends, and on-call assignments as needed.

PREFERRED QUALIFICATIONS

- Student affairs leadership experience at the Collegiate level.
- Experience with residence life operations, housing occupancy management, and budget management.
- Experience with Navigate, Ellucian Colleague, Banner, or similar student success and case management platforms.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Supervising and supporting the Director of Housing and Residence Life, the Director of Student Activities and Leadership Development, and the Director of Student Facilities.
- Administering the student conduct process and providing leadership for the College Disciplinary Committee.
- Promoting student engagement, leadership development, and campus involvement, including support for the Student Government Association, Royal Court, and registered student organizations.
- Within policies and guidelines, respond to student concerns and emergencies as a student advocate.
- Serves as an integral part of campus leadership, managing public safety matters, on-call response, and campus inclement-weather review processes.
- Serving as the divisional lead for policy development, implementation, review, and assessment, using data to inform decision-making, continuous improvement, and accreditation compliance.
- Leading and supporting signature student life traditions and institutional events, including New Student Orientation, Welcome Week, Vespers, Homecoming, Community Forums, retention initiatives, and Commencement.
- Maintaining compliance with institutional policies and applicable federal and state regulations, including FERPA, Title IX, and the Clery Act, and completing all reporting as required by the position.
- Serving on divisional and College committees and performing other related duties as assigned.

WORK ENVIRONMENT:

While much of the work is performed in a standard office environment, the role also involves frequent walking throughout campus, attendance at meetings and student events, and occasional lifting and carrying of materials weighing up to 25 pounds.

The position requires flexibility in scheduling, as evening and weekend hours are frequently necessary to support student programs, campus activities, residence life initiatives, orientation, commencement, crisis response, student conduct hearings, and other college events. The Dean of Students must be available to respond to student emergencies and urgent situations outside of normal business hours as needed.

TRAVEL:

Travel is required.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 110, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).