

Job Title	Assistant Dean for Student Affairs
Employer/ Agency	University of Houston Graduate College of Social Work (GCSW)
Job Description	• Hires, develops, evaluates, manages, supports enrollment management and student services staff and team. • Oversees the development and implementation of college admission policies and procedures for the MSW program • Serves as Chair for Enrollment Management and Financial Aid Committees. • Oversees and participates in the review of applications for Enrollment Management to the MSW program and makes admission decisions for the MSW program in consultation with the MSW Enrollment Management and Financial Aid Committee, according to GCSW policies. • Forecasts and sets goals to meet the objectives of the College's enrollment management plan. • Updates GCSW current student college webpages and graduate school catalog. • Addresses student issues/problems and provides support as needed. • Responsible for: Reviewing petitions o Resolving student problems o Mandatory student reports o Student crisis management o Following procedures for student grievances o Responding to student complaints and/or concerns o Student dismissals o Disaster planning and response o Supporting class schedule development • Updates and implements student policies. • Oversees Supports new student orientation activities. • Responsible for Graduation and Commencement activities which include: - o Volunteer and participant communications o Student awards - o Script development o Ceremony planning o Graduation Reception o Communication with students • Works to create a welcoming environment in which applicants and students from diverse backgrounds experience belonging. • Oversees scholarships program and the GCSW Scholarship Committee, including the selection and notification of students for various student awards and work with the GCSW Development staff to develop and maintain sources of student funding. • Other activities include: - o Grant applications o Grant reporting - o Student nominations o Research funding opportunities • Meets with Dean and Associate Dean and serves on various committees and teams including but not limited to Curriculum Committee and Dean's Executive Team. • Manages Office of Enrollment Management and Student Affairs annual budget. • Represents the college on campus matters related to recruitment, Enrollment Management and advising including serving on university committees and serving as a liaison to various university offices including Dart Center and CAPS. • Represents the GCSW at national and state conferences and participates

	in professional organizations including CSWE, BPD, SSWR, NDDSWA, and NASW. • Responsible for accreditation reports • Ensure that implicit curriculum practices and experiences are intentionally aligned with Council on Social Work Education accreditation standards, reflect the mission and values of the Graduate College of Social Work, and are in accordance with University of Houston policies and procedures. • Other duties as assigned
Qualifications	Required Qualifications: PhD, DSW, or other doctoral degree Preferred Qualifications: MSW, 5-8 year's experience in higher education
Salary/Hours	93,000 - 100,000
City, State, Zip	Houston TX
Application Method	Assistant Dean for Student Affairs - Graduate College of Social Work - Houston, Texas, United States
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK