

Job Description Form 2021

Job Code:
Job Title: Assistant to the Dean of Students
Job Status: Full time
Office: Dean of Students office
Department/Faculty:
Supervisor: Dean of Students

Vision and Mission of the Dean of Students Office

Our mission is to offer a comprehensive educational student life program that engages students in holistic learning opportunities and promotes inclusive excellence. The Dean of Students Office serves as an advocate for students' rights and work as a liaison between students and the university's administration. It promotes active participation of all students in activities and services that would transform and empower students in order to promote academic and practical success.

Job Summary

Under the general supervision of designated supervisor; coordinate and participate in a variety of complex and responsible administrative activities related to the Student Activities Program. Coordinate, organize and lead day to day program student's activities, as well as perform research, assist with reports and budgets. Provide information on university policies, procedures, standards and requirements, establish and maintain good public relations with staff, students and the community at large.

Duties & Responsibilities

1. Assists Dean of Students

- Meets and reports daily with the Dean of Students to discuss student affairs and activities to divide daily functions and responsibilities.
- Represents the Dean of Students in his/her absence at events as delegated by the Dean.
- Assists the Dean of Students in strategic planning for the Dean of Students Office.
- Prepares parts of the annual budget for student affairs and activities.
- Collaborates in different issues with the other members of the Dean of Students Office.
- Issues permits for students' visitors in the absence of the Dean.

2. Coordinates Student Activities

- Plans, develops, schedules, and implements all student activities and projects of a co-curricular nature. (Wadj Musical group, Majdal Dabkah group, Debate groups (Arabic and English), Model United Nation Group (MUN), Drama Group).
- Supervises student initiated activation (social and cultural) groups (Jabra Group, Afaq group, Books Not Walls).
- Explains, to student activity groups, University policies and procedures pertaining to student activities and monitors their compliance with these.
- Assists and advises student groups regarding program planning, use of facilities, program arrangements, services and available equipment.
- Works at engaging female students in different activities and programs inside and outside the university.
- Assists in developing and designing various informational and promotional materials and publications about student activities.

3. Community Engagement

- Organizes student activities for the community (e.g. volunteer projects, entertainment events).
- Collaborates with other Palestinian universities and local organizations in joint competitions, workshops, and events.
- Promotes awareness of Bethlehem University in the local community (participates in general student recruitment and organizing campus tours).

4. Periodic duties:

- Submits to the Dean of Students a semester work plan that indicates regular and proposed activities at the beginning of each semester and a progress report at the end of each semester.
- Participates in the planning and implementation of the New Students Orientation Program in collaboration with the faculties and administrative offices.
- Assists in the Student Senate elections.
- Leads the organization of the annual student Christmas party.
- Assists in the preparation for graduation ceremony, including: distributes guest cards to students, organizes the procession lines for rehearsal and ceremony.
- Coordinates the Honor's Day with the Academic Vice President

Responsibilities:

Ex-officio member of the following committees:

- Graduation Committee
- Elections Committee

- Students with Disability Committee
- Students Recruitment Committee
- Career Day Planning Committee
- Palestinian Universities Activities Committee, under the supervision of the Ministry of Higher Education

Supervisory Role

None

Working Conditions:

- Travel required from time to time within the West Bank for attending training workshops and conferences related to career events and guidance.
- Monday through Friday from 8:00 am to 4:00 pm according to stated Job Status (evening and weekend flexibility required).
- Any other tasks as requested by the immediate supervisor

Qualifications

- Bachelor's degree in the field of social sciences (Master's degree is advantag)
- At least 5 years of prior experience in the area of student affairs and services.

Performance Standards:

- Maintains professional standards of confidentiality regarding students' personal matters.
- Works independently and with the Dean of Students
- Leadership skills to oversee communication initiatives for students and motivates them
- Effective and efficient operation, planning, instruction
- Resolves all space and building issues promptly and effectively
- Ensures all students groups activities and programs are carried out with positive results
- Ability to establish close working relationships with students, faculty and staff.
- Ability to communicate orally and in writing in both Arabic and English.
- Accepting of diversity among people.
- The ability to build network relationship with local and International organizations.
- Ability to lead and work with a team.
- Demonstration of integrity, honesty, a sense of responsibility and loyalty in the performance of all duties.
- Demonstration of professional standards in appearance and actions.
- Interpersonal Skills—maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.

- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Teamwork – ability to encourage people to collaborate, share ideas, etc.

Special Employment Terms & Conditions:

Signature of Supervisor _____ **Date** _____

Signature of Employee _____ **Date** _____

Approval of the VP for HR _____ **Date** _____

This job description may be reviewed annually or as the need arises.