

Dean of Student Affairs
Reports to: President
Department: Student Affairs

Position Summary

The Dean of Student Affairs provides strategic leadership and direction in the development, planning, implementation, and evaluation of non-academic programming and student services at Mayville State University. Reporting directly to the President, this position fosters a vibrant, inclusive, and supportive campus environment that promotes student engagement, well-being, and success. The Dean of Student Affairs oversees key service areas including Counseling, Student Life, Health Services, Career Services/Internships, Student Success/Disability Services, Student Retention, New Student Orientation, and Student Activities and Programming, and serves as a key member of the President's Cabinet.

Primary Responsibilities

1. Strategic Student Affairs Planning
 - a. Develop and implement a comprehensive Student Success model that includes integrated identification, tracking and support for at risk students and the assessment of the needs of new students and related services to meet those needs.
 - b. Lead initiatives that support student retention, engagement, and success, including services for distant learners.
 - c. Implement best practices such as first-year experience programs for new freshmen and integrated support models for at-risk students.
2. Student Services Oversight
 - a. Serve as chief administrative officer for Counseling, Student Life, Student Activities and Programming, Health Services, Career Services/Internships, Student Success/Disabilities Services, Student Retention, and New Student Orientation.
 - b. Ensure services are student-centered, inclusive, and responsive to evolving student needs.
 - c. Provide administrative support for student concerns and serve as Advisor to Student Senate.
 - d. Serve as the primary contact for student issues and complaints and final appeal for disciplinary issues.
3. Student Development and Engagement
 - a. Facilitate and support the on-going functions of student organizations on the Mayville State University campus.
 - b. Promote leadership development and financial support for student organizations through student fees.
 - c. Coordinate annual activities to recognize student achievement and student leadership.
4. Assist with Academic Advising Coordination
 - a. Assist with the academic advising program, ensuring continued monitoring of practices and procedures and the improvement of professional development for all advisors.
 - b. Collaborate with faculty and staff to enhance advising practices and student outcomes.

5. Compliance and Institutional Reporting
 - a. Ensure institutional compliance with federal, state, and external requirements, including Title IX Compliance Standards, Campus Crime and Security Reports, Student Right to Know Completion and Graduation Reports, and Drug-Free Schools Programs (to include Biennial Review).
 - b. Oversee compilation, disclosure and distribution of required reports.
6. Data Evaluation and Assessment
 - a. Gather, analyze, and disseminate data and information related to students and student development programming.
 - b. Assist in the gathering, analysis and reporting of data that relates to student characteristics, needs, and outcomes.
 - c. Assist in the administration, reporting and analysis of results from surveys such as the Student Satisfaction Survey, the NSSE/FSSE Survey, Alumni Surveys, the CORE Alcohol and Drug Use Survey and the Campus Quality Surveys.
 - d. Respond to requests for information and data from standardized, national surveys, such as US News and World Report, Peterson's, Princeton Review, etc.
 - e. Assist in the development and maintenance of the institution's Assessment Plan to include providing information about students learning that takes place outside of the classroom and that is used to assess student growth and development and that utilizes CAS standards and validated measures of student development.
7. Strategic Planning and Grants
 - a. Assist in the development preparation of institutional strategic plans, to include the gathering of data and the articulation of goals, objectives, strategies, outcomes and measures as they relate to students and Student Affairs service areas.
 - b. Coordinate planning, writing, and administration of grants related to student development and programming.
8. Student Retention and Success
 - a. Develop and implement strategic student retention plans, in collaboration with Enrollment Services, Financial Aid, Admissions, Student Success and other functional areas within and outside of Student Affairs.
 - b. Lead initiatives that support student persistence and completion.
 - c. Supervision and coordinator of Seminar on Success (SOS) classes.
 - d. Teach a minimum of 1SH UNIV Peer Leaders and min. 1SH SOS per academic year.
9. Budget Management
 - a. Manage state-appropriated and local budgets for all student affairs service areas.
 - b. Ensure fiscal responsibility and alignment with institutional priorities.
10. Supervision and Staff Development
 - a. Actively supervise professional and support staff across all Student Affairs Service areas.
 - b. Promote staff development and a culture of collaboration, accountability, and innovation.
11. Institutional Representation and Collaboration
 - a. Represent the university on the NDUS Student Affairs Council and NDUS Accountability Measures Committee.
 - b. Serve on institutional committees including Student Affairs, Financial Aid, Student Activity Fee Finance, Title IX Compliance, Behavioral Intervention, and Substance Abuse Prevention.

12. Waiver Program Oversight
 - a. Supervise institutional waiver programs to ensure compliance with financial limits and NDUS restrictions.
13. Other Duties as assigned.

Adopted: Fall, 2014

Revised: September, 2021; February, 2023; November, 2025.

Sponsored by: President and Dean of Student Affairs