

Class Code: 9424  
Title: Dean, Student Affairs  
Pay Band: Admin/Managerial  
FLSA: Exempt

**UNIVERSITY OF WEST FLORIDA**  
**POSITION SPECIFICATION**

**Title: Dean, Student Affairs**

**Job Summary:**

Responsible to a President, Vice President or Associate Vice President

**Example of duties:**

Responsible for providing leadership and policy direction on issues affecting student life. Consults with student groups, alumni, parents, and other outside interest groups to provide for the personal and academic needs of the student population.

Directs the assigned areas of responsibility to insure that established goals and objectives are communicated and attained.

May formulate and administer the annual operating budget.

Serves as liaison between the University/Board of Regents and other state agencies/departments and other organizations on student affairs matters.

Represents the University/Board of Regents on SUS or state committees, attends meetings and conferences as appropriate.

**Minimum Qualifications**

Master's degree in an appropriate area of specialization and six years of appropriate experience; or a bachelor's degree in an appropriate area of specialization and eight years of appropriate experience.

Effective 10/7/2009