
Assistant Dean Of Students Resume

Job Objective

To secure an Assistant Dean of Students position with a school in which my knowledge will be put to use in the best way possible.

Summary of Qualifications:

- Familiarity with the faculty functionary within an university administration
 - Sound experience in the development and review of programs and processes
 - Exceptional knowledge of the academic, socioeconomic, cultural, and ethnic backgrounds of a diverse student population
 - Remarkable ability to disseminate academic policy in a higher education system
 - Outstanding ability to work effectively with departmental administrators, applicants, students, faculty and other university offices/departments
 - Excellent problem solving and decision making skills
 - Strong written and verbal communication skills
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Work Experience:

Assistant Dean of Students, August 2005 – Present
University of Nevada, Houston, TX

- Provided comprehensive oversight and direction to the faculty and the students.
- Managed explanatory circumstances impacting student's academic success.
- Provided academic persistence options and resolutions to students.
- Created and implemented a sophomore experience program.
- Focused on increasing student persistence.
- Served as the Chair/case-manager for the Student Intervention Team

Administrative Officer, May 2000 – July 2005
Indiana University School of Law, Houston, TX

- Developed support and informational programs.
 - Managed to provide appropriate counseling to the students.
 - Coordinated with all the student referrals, and ensured follow-ups.
 - Coordinated with other members of the senior administration.
 - Ensured to study and report student cases with assessment data.
 - Adhered to all rules and policies governing student affairs and conduct.
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Education:

Bachelor's Degree in Higher Education, Lee University, Cleveland, TN
Masters Degree in Higher Education, University of Washington, Seattle, WA

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