

Assistant Dean of Student Affairs

Duke Kunshan University

Job Description

Position Overview:

The Assistant Dean of Student Affairs reports to the Dean of Student Affairs. S/he works closely with the Assistant Dean of Student Affairs-Campus Engagement and Student Conduct, Senior Residence Life Officer and the Student Organization and Arts Program Coordinator and International Student Adviser in coordinating the planning, development and assessment of the campus residential life and student activities programs. She/he also is responsible for the coordination of community service activities in the Kunshan area. The Assistant Dean also assists in the formulation of administrative procedures, policies, and curriculum, which directly affect the welfare of students. In particular, she/he handles the MOE and JED documents received from the Chancellors' Office and works with the Dean to establish policies and procedures for receiving items from various bureaus and departments and transfer/dispatch of student Dang' an to appropriate external agencies and bureaus. In addition, the Assistant Dean provides suggestions to the Dean of Student Affairs for short and long range strategic planning, using results obtained from program evaluations of outcomes established by the Student Affairs team, as well as from co-curricular needs assessment of students and faculty. S/he shall participate in duty rotations and respond to student emergencies as needed, and assist in all student activities and programs as needed.

Reports to:

Dean of Student Affairs

Essential Duties:

- Deal with cases of actual and potential student crises by connecting students with relevant resources and other offices of the university.
- Provide support and follow-up to high-risk students and helping students develop individual plans according to their special needs and risks. Work closely with the university counseling team in this regard.
- Assist parents, selectively, to understand problems experienced by their children when required.

- Develop and manage a comprehensive community service and social practice program that aligns the talents and interests of our students with the needs of the Kunshan and surrounding communities.
- Establish service contract and provision of training that meets the MOE and JED requirements.
- Receive Student Affairs related documents of MOE and JED from the Chancellors' Office and manage them appropriately.
- Work with Dean to develop policies and procedures, as well as appropriate forms for the student Dang' an for receiving from various bureaus and departments and transfer/dispatch of documents to appropriate external agencies and bureaus.
- Oversee Chinese students' mobility, including students from Taiwan and Mainland China.
- Work with Dean to develop policies and procedures in working with campus departments and Kunshan city officials and the local police to meet requirements.
- Be responsible for the affairs of Communist Youth League of Duke Kunshan University.
- Be responsible for the affairs of Student Branch of the Committee of Communist Party of China of Duke Kunshan University.
- Collaborate and consult with other units of the university regarding student problems and coordinate plans and actions to respond to their needs.
- Assist in delivery of campus-wide programs and activities, including activities during the Welcome Week Orientation.
- Coordinate the Family weekend program during the fall semester.
- Participate in on-call rotation to respond to student and campus emergencies.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Master's degree in counseling, social work or a related area.
- Fluency in English and Chinese; knowledge of and experience with Chinese education system.
- Intercultural competency achieved by living, working, or studying in an international, cross-cultural setting.

Preferred Qualifications:

- Desire to work in a team-oriented, dynamic, fast-paced, diverse environment.

- Commitment to supporting an innovative, intercultural learning community with students, faculty, and staff from multiple countries and cultures.
- Assessment skills necessary to evaluate and improve programs.
- Experience in counseling, social work, or related setting.
- Excellent interpersonal and cross-cultural communications skills; excellent organization and planning skills.
- Communicates effectively both verbally and in writing with contemporary technological skills including use of social media.

This position is based in Kunshan, China.