

**2023 JOB RESPONSIBILITIES
CENTER FOR TALENTED YOUTH
DEAN OF STUDENTS' ASSISTANT**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; contribute positively to the site's living and learning community; ensure students' physical and emotional safety; uphold the [CTY Student Code of Conduct](#) and enforce site rules; and perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The dean of students' assistant helps coordinate the afternoon activities program and assists with other responsibilities of the dean of students.

The dean of students' assistant is a member of the site administration. All members of the site administration are expected to:

- Work together as a team, keeping overall program goals in sight while managing a range of details.
- Help set the appropriate tone for the community, as described in staff handbooks and other program documents.
- Anticipate and prevent potential problems.
- Communicate promptly, clearly, securely, and sensitively with other administrators, staff, students, parents, the host institution, and the CTY office in Baltimore using JHU-approved platforms.
- Help the academic and recreational programs collaborate effectively.
- Model professionalism.
- Represent the philosophy and policies of CTY in a manner that fosters cooperation and respect between summer staff, students, host institution staff, and full-time CTY staff throughout the program.

Supervision

The dean of students' assistant is supervised directly by the dean of students and indirectly by the site director as well as the program manager and assistant program manager for the site.

Work Schedule and Physical Requirements

The dean of students' assistant works Monday-Friday, 8 a.m.–4:30 p.m. Additional hours may be required on busy workdays, as well as in the evenings and on weekends to complete paperwork and other administrative tasks. The dean of students' assistant also works on student check-in day on the weekend immediately prior to the start of each session, and the Saturday at the end of each session, if needed. At day sites operating for both sessions, the dean of students' assistant is required to work the weekend between the two sessions.

The dean of students' assistant is required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving may be required.

Additional job responsibilities of the dean of students' assistant include but are not limited to:

Before Arriving at the Site:

- Familiarize yourself with the current year course offerings and any other program materials that are shared with you so that you are aware of the overall structure of CTY and the rules and regulations to which the students and staff are subject.
- Review the program assistant (PA) job responsibilities and the *Program Assistant Handbook*.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.

Before Instructional Staff Arrive:

- Arrive at the site on the date specified in your employment agreement to assist the dean of students in setting up the summer program and preparing for the arrival of instructors and program assistants and students. Bring relevant devices (cell phone, laptop, etc.) to utilize during your employment. Specific responsibilities during pre-session planning include: assisting in the physical set-up of the site office, helping to plan PA orientation, organizing and taking inventory of activity supplies, and going on supply runs.
- Access and familiarize yourself with CTY's designated communication and digital file storage systems; links, training, and login information for these systems will be provided.

Before the Students Arrive:

- Assist the dean of students with leading orientation sessions for the PAs.
- Assist the dean of students with developing an organizational plan for activities, which includes student sign-up, assignment, and attendance.

Opening Day through Closing Day:

- In conjunction with the dean of students, maintain an effective system for monitoring student attendance at afternoon activities.
- Assist with morning drop-off and afternoon pick-up.
- Collect and escort early dismissal students.
- Assist with lunch duty.

- Attend the daily PA meeting and assist with activity preparations.
- Coordinate weekly community awareness projects.
- Maintain activity supplies by keeping a running inventory and going on supply runs when needed.
- Fill in when a PA is absent due to illness or other extenuating circumstances. Substituting for a PA includes assuming responsibility for daily activities, supervising students during breaks and at lunch, and assisting an instructor with a class.
- Assist in coordinating and overseeing the day-to-day functioning of the activities program.
- Assist in ensuring the health and safety of all students by following site medical protocols covered in orientation and written materials. As requested by supervisors, assist not only with health office logistics such as escorting students to/from the office or filing paperwork, but also with urgent medical situations, which may require accompanying students to the ER and assisting in adherence to COVID protocols.
- Help to ensure that a *Concern/Incident/Medical Report* is completed by the appropriate person(s) when a student experiences illness or injury, no matter how minor, when a student's physical or emotional safety is in question, when a staff member is injured, when there is a problem with student behavior or academic performance, when there is an incident in which facilities are damaged, or when a student is sent home for any reason. All completed *Concern/Incident/Medical Reports* must be given to the site director.
- Cooperate with media representatives and other visitors as approved by the program manager or assistant program manager and the CTY director of communications and marketing.
- Complete and submit an end-of-session site evaluation.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

After Students Depart:

- Ensure that any equipment borrowed or rented during the session is returned in good condition.
- With the dean of students, coordinate the collection and storage of all supplies used in the activity program. The inventory should be submitted to the office manager at the end of the program.
- Assist with the departure of the program from the site, including inventorying, boxing, and storing materials at the site or offsite, and returning appropriate materials to the program manager or assistant program manager for the site.

- Depart the site with the permission of the site director, assistant program manager, and/or program manager.
- Provide the program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year.

Sample Daily Schedule

Here's what a day in the life of a Dean of Students' Assistant looks like. Exact schedules will vary from site to site.

DAY SITES

Morning

- Meet with Program Assistants (PAs) individually before students arrive at 8 a.m.
- Help oversee students' arrival
- Help the dean run the daily PA meeting
- Assign students to activities
- Help supervise during class breaks

Afternoon

- Help monitor lunch and recess
- Help supervise during class breaks
- Help supervise and oversee the student activity program
- Assist during student departure
- Make sure that PAs are set for After Care and that the Before Care materials are ready for the next morning before you depart