The Dean of Students Office serves as a trusted place for care, advocacy, and referrals to campus and community partners, which inspires student engagement, success, and a sense of belonging. The Dean of Students Office provides guidance on navigating the University systems and offers personal support for issues that may impact academic success and student well-being. Additionally, the office serves as a resource and referral agent for financial assistance and academic support. The office also provides assistance with connecting students to campus organizations and activities.

Responsibilities:

- Work on special research projects for the Dean of Students- this can include working with students, faculty, and/or staff to develop new programs or resources for the university.
- Benchmark existing or potential programs at University of Memphis against those at comparative institutions
- Assist with website content, development of presentations, and maintenance of social media accounts
- Participate in Dean of Students Office outreach opportunities, including assisting with planning and attending events
- Assist with Dean of Students Office administrative duties
- Support data collection and assessment in order to continue to improve quality of services
- Other duties as assigned

Compensation:

Tuition remission and a monthly stipend.

Contact Teresa Landrum at 901.678.2187 for additional information. Interested applicants can submit resume and cover letter to Teresa Landrum, tlandrm@memphis.edu.