

DEAN OF STUDENT SERVICES
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Dean of Student Services provides administration, direction and leadership for student services programs, services and staff.

SCOPE

Under the direction of the Vice President, Student Services, provides administration and leadership for assigned student services programs, services and staff; provide direction for assigned programs and student support services including management of a wide variety of student services functions or activities.

TYPICAL DUTIES AND RESPONSIBILITIES

- Oversee student government activities advising the student senate and conduct a class in student leadership (*E*)
- Direct the supervision of college and student-sponsored activities (*E*)
- Direct the preparation and review of materials representing Student Services aspects of the College catalog and other publications (*E*)
- Administer the Student Code of Conduct, due process and student discipline (*E*)
- Adjudicate student appeals and grievances within areas of responsibility (*E*)
- Supervise and coordinate the support services offered through CAP, EOPS and Job Placement/Career Center (*E*)
- Supervise and evaluate assigned academic, classified and management personnel (*E*)
- Coordinate activities pertaining to graduation ceremonies (*E*)
- Oversee assigned student services programs on and off campus (*E*)
- Direct the preparation and management of a budget within institutional parameters and guidelines for assigned areas of responsibility including the student senate budget (*E*)
- Collaborate with Institutional Research to develop baseline student success data to determine student outcomes for Partnership for Excellence (PFE) and student services programs (*E*)
- Research, develop and implement student success and retention systems (*E*)
- Performs computer operations to write and submit grants for assigned areas and oversee (PFE) funded student services programs (*E*)
- Coordinate college outreach and recruitment efforts in collaboration with the Dean of Student Development (*E*)
- Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to areas of assignment (*E*)
- Maintain liaison with community agencies, schools, special programs and interest groups that offer student services related programs or services to the
- Community at large in collaboration with the Division Chair of Counseling and faculty (*E*)

TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

- Serve as a liaison to instructional and administrative staff of the College
- Develop and coordinate in-service training and staff development for Student Services academic and classified staff
- Chairs or serves on various college committees and participates in professional organizations as appropriate to assignment
- Perform related duties as assigned

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

A Master's degree from an accredited college or university and three years of increasingly responsible experience as a Student Services administrator which includes working with Community organizations and/or employers; demonstrated commitment to serving students with diverse backgrounds, interest, goals and abilities; demonstrated competence in planning and evaluation, fiscal and program management and employee contract administration; demonstrated effectiveness in leading and motivating staff and students in a collegial shared governance environment; demonstrated commitment to faculty and staff equity and diversity; successful experience which demonstrates the ability to perform the duties listed above.

Knowledge of:

- Effective management and leadership principles
- Principles of employee supervision and evaluation
- Budget planning, development and management
- PC computer platform

Ability to:

- Demonstrate effective leadership in management and planning
- Plan, organize and evaluate the work of others
- Train, evaluate and oversee the work of others and create a supportive environment for staff and students
- Apply pertinent laws, rules and regulations to manage budgets
- Compile data and prepare accurate reports
- Communicate effectively both orally and in writing
- Work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with various segments of the college community
- Perform consistently under the pressure of deadlines and other administrative details

WORKING CONDITIONS

Environment:

Office environment

Physical Demands:

Dexterity of hands and fingers to operate a computer keyboard. Sitting for extended periods of time. Hearing and speaking to exchange information. Seeing to read a variety of materials.

(7/10/2000)