Position Title: Dean of Student Services

Department: Student Services  Employment Category: Administrative Staff

Primary Location: District-wide  FLSA Classification: Exempt

Parameters: Full-time; 12 months/year  Pay Grade: AS20

Position Summary: The Dean of Student Services is responsible for directing activities related to a comprehensive district-wide student services program and serving in the capacity of Athletics Director, with responsibility for district wide athletics programs.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides leadership and administrative oversight for student services activities to include student recruitment, admissions and retention; registrar; student housing; student judicial affairs; student government; student clubs; student development centers; financial aid; disability services; athletics and security

Provides leadership and oversight in the development or revision of policies, procedures and operational activities related to all facets of student services in concert with district-wide faculty, student services staff, and administration; develops and implements recruitment and retention plans in collaboration with program faculty and staff district wide; ensures quality in all aspects of the student services function

Prepares and monitors reports on student enrollment and retention data; performs trend and needs analysis; forecasts student enrollment and retention; ensures compliance of applicable laws, rules and regulations; oversees activities related to student due process/judicial proceedings; conducts investigations and hearings on student judicial matters

Develops, maintains and enhances partnerships between and among student services staff, faculty and instructional staff, and administration; maintains a student and learner-centered philosophy and focuses student services initiatives on successful student outcomes including enrollment, program selection, retention, graduation, ensures students with disabilities have equal access to services

Provides leadership to the athletics program and staff delivering a comprehensive athletic program; directs and manages student housing, security, and student union activities related to student services; facilitates student's successful integration to college environment via social activities, housing, campus health/safety/security and academic assistance

Provides leadership for ensuring quality in all aspects of the college’s instructional and student and staff development programs; engages faculty and staff participation in support of district-wide educational priorities; identifies unmet community needs and recommends new initiatives to serve the educational needs of Cochise County citizens and prepare students as lifelong learners; recommends initiatives and provides oversight of college efforts designed to strengthen the college’s relationships with community-based organizations and other entities; represents the College at local, regional, and state meetings and conferences related to student services

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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VPHR approved 11/16
JOB DESCRIPTION

Education and Experience Requirements:
Master’s degree in education, teaching discipline, counseling/student services or a related field from a regionally accredited institution of higher learning recognized by the US Department of Education
Five years’ college-level teaching or instructional management experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Knowledge, Skills and Abilities:
Knowledge of and ability to follow college policies and procedures
Knowledge of management practices and principles
Knowledge of current community education theory and practice
Knowledge of student development theory and student due process policies/procedures
Knowledge of local, state and national rules and regulations governing NJCAA athletics
Knowledge of strategic planning and implementation
Knowledge of budget preparation, monitoring and administration
Knowledge of supervisory principles, practices and techniques
Skill in mediation and/or conflict resolution methods
Skill in supervisory practices and techniques
Skill preparing, monitoring and maintaining budgets
Skill analyzing data and making appropriate recommendations
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public
Ability to foster district-wide partnerships to promote educational quality
Ability to focus faculty and staff toward student learning
Ability to work effectively within a diverse, multi-cultural setting serving a multi-campus environment

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Travel is required. May require early morning, evening, and weekend work.

Physical Requirements:
Essential functions of this position require: lifting, manual dexterity, ability to communicate.
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met
Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Vice President for Instruction/Provost

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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