

# JOB DESCRIPTION



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**Position Title:** Executive 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:** AS22

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**Position Summary:** The Executive Dean of Student Services is responsible for directing activities related to a comprehensive district-wide student services program, including student recruitment and retention initiatives, student activities, residential life, financial aid and admissions.

**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 success initiatives, recruitment, marketing, admissions and retention; registration and records; student housing; student judicial affairs; student government; student clubs; advising and counseling; testing services; tutoring services; financial aid; disability services; and campus 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; serves as a Title IX investigator and deputy coordinator

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 and oversight for student housing, campus 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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## **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, doctorate preferred  
Five years' college-level administrative 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 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:** Executive Vice President/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.