



Position Title:	Dean, Student Services	Job Code:	0602-00E
Reports To:	Campus President	Job Group:	PEC
Department:	Student Services	Salary Grade:	20
Prepared By/Date:	Jennifer C. Brito/05-15-2009	FLSA Status:	Exempt
Approved By/Date:	Lourdes Perez/08-13-2010		
Revised:	Jennifer C. Brito/08-20-2010		

Summary:

Serves as chief of student services on a campus with responsibility for directing all student related activities and is an integral member of the College and Campus management teams.

Essential Duties and Responsibilities:

- Directs the activities of all student services, including but not limited to: enrollment management, orientation, registration, testing, academic advisement, scholarships, job placement, career and transfer, international students services, disabled student services, veteran's affairs, student life and student-related activities
- Provides leadership, direction and supervision to students and staff
- Participates in budget development and implementation with responsibility for monitoring assigned budgets
- Participates in the identification and review of student needs and interests and provides for positive response to such changing needs
- Participates in the development and implementation of the College policies, procedures, and guidelines
- Participates in developing and implementing College initiatives
- Serves on assigned College councils and assists in college-wide planning, implementation and evaluation of assigned programs
- Provides leadership in planning and implementing counseling and staff development activities and the development of new educational programs to meet the needs of the local community
- Interprets federal and state guidelines and works with the appropriate college departments to ensure compliance
- Administers all aspects related to student discipline
- Works with campus presidents and other staff to assure college-wide institutional needs are met
- Participates in the development of grant opportunities
- Coordinates with academic deans to support the course scheduling and faculty assignment process
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of major college institutions
- Knowledge and skill in communicating effectively utilizing public relations principles and practices

- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Strategic planning skills to effect change in a multi-cultural environment
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty, and staff
- Ability to speak effectively to employees, faculty, staff and community groups

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No or very limited physical effort required and no or very limited exposure to physical risk.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate in Education or related discipline and seven (7) years of senior level experience in higher education **or** equivalent managerial skills and possess demonstrated leadership and creative accomplishments in an administrative role at an institution of higher learning.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name