

ASSOCIATE DEAN OF SPECIAL FUNDED PROGRAMS

DEFINITION

Under general administrative direction of the Vice President of Student Services, the Associate Dean of Special Funded Programs is responsible for planning, organizing, managing, supervising and evaluating all aspects of campus' DSPS, EOPS and other categorical programs; development and administration of grants related to such programs; for all student outreach and retention efforts; and to develop and administer budgets for these programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from an assigned Vice-President or other assigned executive managers.

Provides direct supervision to numerous faculty, manager as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Recruits EOPS students by working directly with them, as well as with faculty members and campus organizations.
- Establishes organizational mechanisms for newly established college-based categorical programs.
- Oversees compliance efforts vis-à-vis student access as it relates to instructional and student support programs.
- Prepares budgets and monitors expenditures for programs under his/her supervision.
- Participates in campus and district activities and committees.
- Serves as a member of the Instructional Administrators' Council (IAC), serve on committees within and outside the district.
- Maintains an understanding and working knowledge of current ideas, research and practices related to the areas of responsibility for this position including continued study and participation in professional organizations local, regional and/or state.
- Plan, organize and implement strategies to meet enrollment goals.
- Perform other related duties.

TYPICAL WORKING CONDITIONS

- *Work is generally* performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- State and Federal laws, policies and procedures germane to the provision of educational services to disabled and/or economically disadvantaged students.

Ability to:

- Communicate effectively with students, staff, faculty and the public, especially to interpret and explain rules and policies.
- Work cooperatively in a team environment.
- Completion of assignments within timelines.
- Handle departmental duties with independent judgment.
- Compile and maintain accurate records and reports.

LICENSES AND CERTIFICATES:

Possession of a valid California Motor Vehicle Operator's License.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

EDUCATION AND EXPERIENCE:

Education: Possess a Master's Degree AND one year of successful experience in field related to the administrative assignment. Ability to meet minimum qualifications to teach credit courses or serve as faculty/counselor in a California Community College.

Experience: Two (2) years full time managerial, administrative, faculty teaching and/or counseling experience at the postsecondary level or the equivalent. Minimum of one (1) year experience as a manager or administrator responsible for the supervision and evaluation of faculty and/or classified staff.

Class Adopted: 07/1/11

Class Amended: