

DEAN OF COUNSELING - MJC

DEFINITION

Under general administrative direction plans, directs, manages and oversees a wide variety of student service and support programs on the MJC campus. Programs, facilities and services include, but are not limited to student counseling, Career Center, Transfer Center, student access and retention program, study skills and guidance and performs other related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Vice President of Student Services.

Provides direct supervision to administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Plan, direct, manage and oversee a wide variety of student service and support programs on the MJC campus.
- Coordinate and administer support services for new and continuing students for each term; monitor student academic and progress status.
- Meet with students, as necessary to discuss their status and administer the District's academic and progress probation/dismissal program; develop and administer probation workshops.
- Develop and monitor departmental budgets for assigned programs.
- Oversight of strategic planning and educational master planning efforts related to assigned programs.
- Participate in developing, implementing and evaluating methods for monitoring student's access, progress and success.
- Implement District performance evaluation procedures for faculty and for appropriate classified staff; promote and facilitate a program of staff development for academic personnel. .
- Serve as a member of various College and District committees and task forces; maintain liaison with other college, District, public and private agencies to assure coordination of activities.
- Assist with the coordination of the College's Matriculation Plan and provide supervision of the retention components of the plan.
- Conduct program reviews and make changes as appropriate; direct the implementation of new or revised programs, as necessary; facilitate their development and implementation in accordance with established approval guidelines and budgets; maintain records and submit reports on assigned programs.
- Communicate and interpret instructional program objectives and offerings to students and potential students, faculty, community members, organizations, college staff and others.
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.

- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, theories and strategies related to student success programs within a community college setting
- Principles, theories and strategies of methods of monitoring student access, progress and success.
- Principles, theories and strategies organizational development, human resource practices
- Principles of budgeting; fiscal recordkeeping and accounting.
- Record keeping, report writing and program review processes.
- Curriculum and curriculum development related to student services areas.

Ability to:

- Plan, organize, direct, administer, review, and evaluate assigned programs and services.
- Learn, use, and implement new technologies as tools for learning, teaching, administering, and generally improving the work area or scope of work.
- Communicate effectively with diverse constituencies, within and outside the district.
- Develop, write and modify, as necessary Guidance/Study Skills curriculum
- Remain calm and objective and work under pressure; handle student and/or staff crisis situations
- Create and maintain documents using computers and standard office software
- Respond to the problems and challenges of the diverse academic, socio-economic, cultural and ethnic backgrounds of community college students.
- Effectively resolve student conduct challenges.

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:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Master's degree in psychology, counseling, behavioral sciences, organizational development or related fields.
- Experience: Three years of progressively responsible administrative experience in student counseling within a community college setting including a minimum of two years of supervisory experience.

Class Adopted: 03/01/09
Class Amended: XX-XX-XX