

ASSOCIATE DEAN OF STUDENT SERVICES

(Transfer, Career, International Students)

DEFINITION

Under the supervision of the Vice President of Student Services or a Dean of Student Services, the Associate Dean of Student Services provides leadership and direction to assigned service areas. Specific areas of assignment may include overseeing Enrollment Services, Counseling, DSPS, EOPS, CalWORKS, TRIO, Student Equity, SSSP, Basic Skills Initiative, Campus Life, Student Government, Financial Aid, Health and Wellness Services, Mental Health, Outreach, Veterans Services, and other student services and/or programs. The Dean will supervise selected classified, faculty, clerical and secretarial staff and will supervise the activities of other coordinators or directors as assigned. This position is also responsible for the production of assigned documents relating to student success and services, including state and federal reports, handbooks, forms, and other documents. As part of the Leadership Team, the Associate Dean will provide evening duty and weekend administrative coverage as needed or assigned.

SUPERVISION RECEIVED AND EXERCISED

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

An associate dean assumes leadership responsibility for a Student Services area or areas. Provides leadership and direct supervision to a variety of staff and student employees and may exercise supervision of faculty assigned to an area. This classification is distinguished from a dean or director by an intermediate level of responsibility and/or number of service areas assigned.

ESSENTIAL DUTIES

- Provide leadership to assigned programs in Student Services, which may include Enrollment Services, Financial Aid, Counseling, Student Equity, SSSP, BSI, DSPS, EOPS, CalWORKS, TRIO programs, Campus Life, Student Government, Student Conduct, Title IX, Health and Student Wellness, Mental Health, BIT, Outreach, Student Equity, SSSP, Basic Skills Initiative, Veterans Services, and/or other selected student programs and services.
- Provide leadership in MIS data submission and accountability.
- Develop and monitor departmental plans and budgets.
- Maintain compliance with local, state and federal guidelines related to Student Services programs.
- Coordinate and administer support services for new and continuing students for each term.
- Oversee hiring, evaluation, scheduling processes for Student Services faculty and staff.
- Maintain records and submit reports to the college and appropriate external agencies.
- Assist in the preparation of district applications for outside funding for Student Services programs.
- Administer board approved policies and regulations as they relate to the unit.
- Oversee/conduct program reviews and make appropriate recommendations to meet the needs of a diverse student body.

- Assist with the coordination of the college's matriculation plan and provide supervision of components of the plan.
- Coordinate K-12 partnerships and oversee access and outreach services.
- Oversee and coordinate various student success and student equity initiatives and projects.
- Plan, coordinate, and evaluate co-curricular student activities, events and programs; oversee student government association budgets; serve as a liaison between student government and administration, faculty, and staff; attend student senate meetings; and mentor students in leadership roles associated with ASMJC.
- Development and lead operation of a comprehensive Campus Life program, including Associated Students, Inter-club Council, student clubs, student organizations, student engagement, student activities, co-curricular programs, student grievances and complaints, and student conduct and discipline processes.
- Coordinate service learning opportunities and student volunteerism opportunities.
- Educate students, faculty, and staff on the College's Standards of Student Conduct and expectations for behavior.
- Foster an inclusive campus community that promotes developmentally appropriate, active learning environments outside the classroom to meet the needs of a diverse student population and promote student equity.
- Other duties as assigned within the scope of this assignment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- Education: Possession of a Master's Degree **AND** one year of successful experience in field related to the administrative assignment **OR** a California Community College Supervisor Credential **OR** other appropriate valid California administrative credential.
- Experience: Administrative experience preferred at the community college level. Two years of community college teaching experience. Three years of experience as an instructional administrator.

Expected Professional Characteristics:

- Understanding of effective instructional, student development and instructional support practices at the community college.
- Understanding of current issues related to student services, instruction and articulation for the success of all students.
- Sensitivity to and interest in the critical role of student support service to the success of community college students, faculty, and staff.
- Understanding of and commitment to shared governance.
- Effective written and oral communication skills.
- High degree of professionalism and integrity.
- Ability to work in a collaborative manner as a team member in division, college and district-wide activities and projects.

- Supportive of the comprehensive community college mission.
- Demonstrated commitment to community and campus activities.

Demonstrated Skills & Abilities:

- Ability to develop effective educational, student support services and student development programs to meet the needs of the College.
- Ability to manipulate relevant technology to access, analyze and report relevant data and other programmatic information.
- Effective budget management practices, with special emphasis on categorically funded programs □ Understanding of good pedagogical practices for adult learners.
- Efficient administrative practices through an integrated approach to planning, budgeting, and scheduling.
- Ability to collaborate with others to strengthen intra-College, community, and District-wide staff relations.
- Ability to support staff development, achieve hiring success, enhance evaluation, recognize and mitigate personnel issues, and resolves conflicts.
- Ability to develop and nurture an effective student/learner center environment.
- Demonstrated experience working with student services programs at the college or university level

Licenses and Certificates:

- Possession of 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.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required.

YCCD
Associate Dean of Student Services – MJC

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