

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: DEAN OF STUDENT SERVICES

### BASIC FUNCTION:

Under the direction of the Vice President of Student Services, plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned student services operations; provide leadership for faculty and staff in offering quality education and student support services of College students; train, supervise, and evaluate assigned personnel.

### REPRESENTATIVE DUTIES:

Provide leadership for program development and work directly with faculty, classified staff, and management staff to plan for activities in areas, including but not limited to, Counseling, Outreach and Recruitment, EOPS, and DSPP; set priorities for resource needs; provide program analysis and participate in strategic and long-range instructional and student support planning for the District. *E*

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new programs and services. *E*

Determine and fulfill needs for other college sites and centers regarding student services programs and services; provide for proper staffing of functions; coordinate activities with site management personnel. *E*

Confer with Instruction Deans, Department Chairs, and faculty regarding ideas for program improvement; identify resources for development through grants and special project as applicable. *E*

Recommend and participate in development of policy as necessary for the District to properly implement, evaluate, augment, and change programs and services. *E*

Serve as the District's matriculation coordinator; develop, implement, maintain, and update the District's matriculation plan in concert with administration, counseling, advisors, faculty, and staff as it relates to assigned functions. *E*

Develop the division budget and manage financial resources consistent with District policy and sound financial management principles; allocate and re-allocate scarce resources among competing requests for funds. *E*

Facilitate partnerships with instructional division personnel, feeder high schools, and four-year transfer institutions; assure maximum course articulation for students. *E*

## **Dean, Student Services- Continued**

Analyze requests for staff to meet short and long-term needs and make recommendations to the Vice President; assist in development of job descriptions for new positions. *E*

Train, supervise, evaluate, and direct faculty and classified staff in accordance with proper management practice and collective bargaining agreements. *E*

Organize and participate in committees for the hiring process and assure compliance with District personnel policies, procedures, and practices for the employment of faculty, classified staff, student workers, and short-term, temporary, and substitute employees. *E*

Make presentations as necessary to various groups within the District, community, and State. *E*

Communicate with subordinate managers and staff by holding regular meetings to facilitate planning and decision-making and to keep staff informed about issues and projects for the overall College student and safety regulations. *E*

Assure proper use and security of assigned facilities, equipment maintenance, and compliance with health and safety regulations. *E*

Support, implement, and promote compliance with the District's Staff Diversity and Affirmative Action Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, programs, and services. *E*

Maintain current knowledge of new developments and innovative student services programs in community colleges and higher education in general; recommend changes to maintain relevance of programs and services and to meet student and community needs. *E*

Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting, and decision-making. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Higher education in community colleges, including the mission of the California Community Colleges.

Steps in student matriculation.

Budget preparation and control.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience, and courtesy.

District organization, operations, policies, and objectives.

## **Dean, Student Services- Continued**

Oral and written communication skills.  
Policies and objectives of assigned program and activities.  
Information technology systems and solutions.

### **ABILITY TO:**

Plan, organize, develop, and evaluate the programs and activities assigned student services divisions.

Utilize information technology in support of the development and delivery of student services.

Communicate effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.

Train, supervise, and evaluate personnel.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.

Understand the needs of the Division in the context of the overall student services and instructional program and participate with the management team to set goals and priorities for the College as a whole.

Organize multiple projects and carry out required project details throughout the year.

Evaluate and support recommendations for program improvements and new program efforts.

Develop grant or special projects applications.

### **EDUCATION AND EXPERIENCE:**

Master's degree and one year of leadership experience including supervision and evaluation of student services personnel and budget management.

### **WORKING CONDITIONS:**

Office environment.

Position requires hearing and speaking to communicate and exchange information.