

Posting Preview

Position Information

Posting Number:	0000083
Classification Title:	DEAN OF STUDENT SERVICES
Position Title:	DEAN, STUDENT SERVICES
Title Code:	DEANSTSVCS
Compensation:	<p>Initial salary placement ranges from \$106,164 to \$135,696* (Range 20 of the Administrative, Management, Confidential salary schedule), based upon education and experience. A District-paid comprehensive benefit package which includes medical, dental and vision insurances for the employee and dependents, and a \$100,000 employee life insurance policy are provided.</p> <p>Appointment to this position is subject to availability of funds</p> <p>*Salary schedule subject to change</p>
Job Category:	<p>Management</p> <p>Under the direction of the Vice President of Instruction and 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.</p>
Job Summary/Basic Function:	<p>Master's degree and one year of leadership experience including supervision and evaluation of student services personnel and budget management.</p>
Minimum Qualifications:	<p>Desired Qualifications: Three years of leadership experience managing student services.</p> <p>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, DSP&S, Admissions and Records, Assessment, Financial Aid, Athletics; set priorities for resource needs; provide program analysis and participate in strategic and long-range instructional and student support planning for the District. E</p> <p>Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new programs and services. E</p> <p>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</p> <p>Confer with Instructional Deans, Department Chairs and faculty regarding ideas for program improvement; identify resources for development through grants and special project as applicable. E</p>

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

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 in accordance with collective bargaining agreements. E

Representative Duties/Essential Functions: 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.

Higher education in community colleges, including the mission of the

Knowledge Of:	<p>California Community Colleges. Steps in student matriculation. Program review. Accreditation. Student Discipline. Associated Student Body. College calendar. Federally funded grant programs. 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. Oral and written communication skills. Policies and objectives of assigned program and activities. Information technology systems and solutions.</p> <p>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.</p>
Ability To:	<p>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.</p> <p>Office environment.</p>
Working Conditions:	<p>Position requires hearing and speaking to communicate and exchange information.</p>
Distinguishing Characteristics:	
Department:	Student Services
Posting Date:	06-30-2010
Closing Date:	Open Until Filled
	<p>To be considered a candidate for this position, all materials required should be received in the Victor Valley College Office of Human Resources by the First Review Date of 08/12/2010 at 4 pm. Application materials will be accepted after this date, however, if a file is not complete by the First Review Date, the application may not be considered by the Screening Committee.</p>

It is the applicant's responsibility to ensure that all requested materials are received. All materials included in the application packet become District property, will not be returned, and will not be copied.

All information qualifying an applicant for the position must be included on the Victor Valley College Academic Application. To assist the District in determining whether an applicant meets the minimum requirements, descriptions of an applicant's present and past job duties should include details pertinent to the position for which he/she is applying.

If it is unclear whether an applicant meets the minimum qualifications for the position from the application, that applicant will be disqualified.

It is not unusual for the District to receive hundreds of applications for a position. For this reason, it is advantageous to make the application as easy to review as possible.

Application Procedures:

Candidates wishing to apply for more than one position must apply for each position separately.

A complete file consists of all of the following:

1. A completed electronic Victor Valley College Academic application form
2. A letter expressing interest in the position
3. A current resume
4. Copies of transcripts showing college degrees and course-work. NOTE: Degrees must be from an accredited institution. It is the responsibility of the candidate to include U.S. evaluations of non-U.S. transcripts with their application.
5. Three letters of recommendation from persons having firsthand knowledge of the applicant's professional qualifications, character, etc.

Victor Valley College is an Equal Opportunity Employer. Victor Valley College prohibits sexual harassment and assures that all employees will enjoy equal opportunity regardless of race, color, religion, marital status, sex, sexual orientation, national origin, age, disability, or status as a veteran. Employment acceptance or rejection shall be based on job-related qualifications.