

DEAN OF STUDENT SERVICES

DEFINITION

Provides leadership, management and supervision of the following areas: Academic Counseling, Adult Re-Entry Center, Career Center, International Student Center, Transfer Center, Job Placement Center and Matriculation.

SUPERVISION RECEIVED AND EXERCISED

General direction provided by the Vice President of Student Services.

EXAMPLES OF DUTIES

Supervises and coordinates counseling and support services offered through Academic Counseling, the Adult Re-Entry Center, the Career Center, the International Student Center, the Job Placement Center, and the Transfer Center.

Serves as liaison to instructional and administrative staff of the college.

Plans and coordinates efforts, in conjunction with other College Services, Instructional Services and Administrative Services to implement Advisement and Counseling.

Selects, supervises, trains and evaluates certificated and classified personnel growth.

Plans and coordinates staff in-service activities for professional and personal growth.

Develops, plans and implements staff working schedules to insure adequate coverage during registration and the regular academic year.

Prepares and distributes reports as required.

Assists with information on facilities and counseling needs for comprehensive planning.

Plans and administers the Student Services budget and supervises expenditures.

Provides accurate counseling information for the catalog, class schedules, brochures, handbook and accreditation.

Maintains liaison with community agencies, schools, special programs and interest groups that offer student services related programs or services to the community at large.

Serves on standing and ad hoc committees as a representative of Student Services.

Acts as supervising administrator for Matriculation and serves as Chair of the Matriculation Committee.

Performs other duties as assigned by the Vice President of College Services.

QUALIFICATIONS

Knowledge of:

Knowledge and understanding of the philosophy and objectives of the community college.

QUALIFICATIONS (continued)

Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.

Ability to:

Provide leadership to the counseling services area and demonstrated skill in personnel management and budgeting.

Develop and implement a plan of accountability for counseling services especially as the services relate to matriculation of California State Assembly Bill 1725.

Communicate effectively with staff and students (both orally and in writing).

Design and implement new programs and service delivery systems.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

Master's Degree in any of the Social Sciences or related fields from an accredited college or university.

Experience:

Three years of formal training, internship or leadership experience reasonably related to this administrative assignment.

Desirable:

Master's Degree in Counseling, Psychology or a related field from an accredited college or university.

Doctoral degree from an accredited institution.

One year or more of counseling experience.

Knowledge of the components of a Matriculation Program (California State Assembly Bill 3) (i.e., counseling, admissions, assessment, etc.)