

DEAN OF STUDENT AFFAIRS

DEFINITION

Plans, develops and directs student activities necessary for a productive and effective out-of-classroom program. In addition, this position is responsible for alumni affairs, scholarship programs, community outreach, and the operation of the Associated Student Body (ASB) Book Store/Business Office.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Vice President of College Services.

EXAMPLES OF DUTIES

Develops and promotes a positive and stimulating campus environment in the context of a dynamic, multi-cultural community.

Oversees Student Government, setting up student elections, supervising the student legislature and conducting a class in student leadership.

Represents the college as administrative representative to the Western State Conference.

Verifies eligibility of athletes for intercollegiate athletic activities.

Administers the student conduct policies and regulations and assists in the administration of student discipline on campus.

Supervises the formation of student clubs and the selection and orientation of club advisors.

Acts as advisor to the college yell/cheerleader teams.

Provides for and supervises all student ticket sales, including athletic events, social events, and other student sponsored activities.

Supervises the preparation of the ASB budget.

Supervises the collection, disbursement and accounting for scholarships and ASB student loans.

Serves as advisor to the college Alumni Association.

Facilitates community and alumni outreach through various organizations including the Vaquero Club, the Patron Club, and the Alumni Association.

Coordinates commencement and related activities.

Supervises all financial transactions performed by the Associated Student business services office, their collection, internal control, disbursement, and account ability.

Supervises the personnel and activities of the book store through the Book Store Manager.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Administration, teaching or counseling at the community college level.

Competitive athletics.

Student support service programs as they relate to student needs and development.

Ability to:

Work with community service or action groups.

Work with student oriented activity programs.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

An earned Master's Degree from an accredited Institution or equivalent in a related field such as: Student Personnel Services, school administration, or other academic preparation.

A California Community College Credential authorizing college administration or supervision may substitute for the minimum qualifications.