SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Dean of Students

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To direct and manage a comprehensive non-instructional student support program; to provide leadership for the effective administration of the areas assigned including the ongoing development and evaluation of student services needs; to establish and maintain a strong working relationship with faculty, academic deans, administrators, staff and students; to advocate and promote the various programs and services assigned. Employees in this classification receive administrative direction within a framework of general guidelines, and direct, supervise, and formally evaluate the work of faculty and classified staff. This is a middle management educational administrative position that requires excellent communication and strong administrative skills.

SUPERVISOR: Vice President for Student Services

TYPICAL DUTIES

• Plans, develops, organizes, and directs the student support programs, operations and activities, including student activities, categorical programs, federal programs, international students, student housing, student government, student behavior/discipline, and other related assignments.

• Develops, implements, and evaluates policies and procedures related to the office of Student Support Programs.

• Interprets and administers federal, state and local regulations and policies as it relates to student services operations and programs.

• Prepares financial, statistical, and descriptive reports; ensures compliance with federal, state and other reporting requirements.

• Oversees the activities and events of the Associated Student Body and the election process of officers and student representatives.

• Administers the International Student Exchange Program in conjunction with other agencies.

• Assists with promoting student outreach and cultural activities, developing multicultural awareness events and in promoting the college within the different ethnic communities.

• Administers the student code of conduct and the student disciplinary policy, and conducts student discipline hearings.

• Oversees the operation of the residence halls and development of the student handbook; ensures operational fees cover expenses; and provides for a living-learning environment that is conducive to student success.
TYPICAL DUTIES (Continued)

- Serves on/participates in a variety of internal and external committees, meetings and organizations, representing student support programs.

- Coordinates operations to improve student services, programs and activities.

- Establishes cooperative relationships, analyzes issues, and resolves problems.

- Develops and administers budgets; monitors and approves expenditures.

- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices, laws and regulations of community college student services programs including categorical operations and federal and state grant-funded programs.

- program planning, development, and implementation.

- proper budget development and implementation practices and methods.

- principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; and equal employment opportunity policies.

Ability to:

- plan, direct, and manage the activities and operations of a community college student services program.

- effectively communicate in both oral and written forms.

- direct, supervise, and formally evaluate the work of others.

- establish and maintain effective work relationships with those contacted in the performance of required duties.

- analyze complex problems, evaluate alternatives and recommend effective courses of action.

- prepare clear and concise reports, correspondence and other written materials.

- continuously monitor changes in regulations, policies and technology related to area of management.

- work successfully with computer systems.
Dean of Student Support Programs

- facilitate organizational development and change with effective collaboration of participants.
- show sensitivity toward the diverse student population served.

**Education/Experience:**

- Master’s degree from an accredited institution, or the equivalent, and one year formal training, internship, or leadership experience reasonably related to assignment.
- Supervisory experience.