POSITION PURPOSE

Under the direction of the Vice President of Student Affairs at Evergreen Valley College, the Associate Dean of Student Services has overall supervision and administration of programs and services provided through the Office of Student Support Services. The Associate Dean of Student Services interprets and recommends policies; oversees and manages assigned program budgets; supervises, hires and evaluates faculty and staff; oversees program review and Student Learning Outcome (SLO) process; ensures compliance with applicable state and federal regulations and District policies; and is responsive to the needs of a culturally diverse community.

NATURE and SCOPE

The Associate Dean of Student Services is responsible for the following programs and services provided to students: EOPS/CARE, DSP and Student Health Center. The Associate Dean may report to a Dean or higher level administrator. This classification is distinguished from Dean in that the area of responsibility is a relatively small program or a unit assigned within a major program or support function or academic subject area.

KEY DUTIES and RESPONSIBILITIES

1. Direct and supervise all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned to the Office of Student Support Services.

2. Work collaboratively with faculty coordinators from EOPS/CARE, DSP and Student Health Center to plan, coordinate and implement delivery of services to student.

3. Oversee and manage faculty and staff work schedules and workload assignments.

4. Work with the Dean of Student Success and Dean of Enrollment Services to align EOPS/CARE, DSP and Student Health Center services with the College and District’s Student Success Initiatives.

5. Partner with the office of Research and Institutional Effectiveness to set up reporting mechanisms to maximize program efficiency.

6. Provide leadership for program review, including improvement and development; systematic assessment of student progress and learning outcomes; and review and recommend changes to maintain relevance of programs and to meet student and community needs.

7. Collaborate and work with managers from Student and Academic Affairs to plan and coordinate campus events and activities including but not limited to Kindercaminata, Open House, Days at the Green and Special Program’s Celebrations.

8. Ensure that EOPS/CARE, DSP and Student Health Center maintain program and fiscal compliance with education code, Title V and other local, state and federal laws and regulations governing these programs.
9. Research grant opportunities and prepare proposals in areas of responsibility.

10. Lead regular standing meetings with program staff to facilitate communication.

11. Supervise and evaluate the performance of assigned faculty and staff; interview and participate in selecting employees; orient, train, counsel, and discipline personnel according to established policies and procedures.

12. Interpret District policies and/or collective bargaining agreements in accordance with District contracts and practices.

13. Manage and administer budgets for assigned programs. Maintain accounting for funding of assigned programs; oversee preparation of state reports and ensure timely and accurate submission.

14. Serve on Student Affairs Council, College and District committees and meet with community and educational advisory committees as assigned.

15. Serve as the College’s liaison with the California Community College Chancellor's Office.

16. Represent the College and Student Affairs Division at campus, district and state meetings pertinent to specific assignments.

17. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Higher education in community colleges.

2. Learning theory and learning styles.

3. Instructional delivery modalities.

4. Development and evaluation of curriculum and programs.

5. Budget preparation and control.

6. Principles and practices of administration, supervision, and training.

7. Interpersonal skills using tact, patience, and courtesy.

8. Operation of a computer terminal and data entry techniques, including effective tracking and reporting tools.


Skills and Abilities:

1. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional division with faculty and staff to meet student and community needs.

2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.

4. Present a positive image of the College in the community.

5. Recruit, train, supervise, and evaluate personnel.

6. Analyze situations accurately and adopt an effective course of action.

7. Plan and organize work to meet schedules and timelines.

8. Understand the needs of students in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.

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

10. Develop grants or special project applications.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

2. Master’s degree in a discipline related to the assignment.

3. One year of formal training, internship or leadership experience reasonably related to the administrative assignment; or possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.

Desirable Qualifications:

1. Management or administration of educational categorical programs, community organizations, government programs in which the applicant dealt with predominantly ethnic minorities or persons with language, social, or economic disadvantages, or

2. Community college counselor experience, or comparable experience in working with underrepresented, first generation, limited English learners, students with disabilities, and/or socio-, economic disadvantages.

Working Conditions:

1. Typical office environment.

Date Approved: 9/9/14
Salary Range: M 26
EEO Category: 2B1 - Executive/Administrative/Managerial