San José Evergreen Community College District

Academic Management Job Description

Position: Dean of Counseling & Matriculation
Department: Student Affairs
College: San Jose City College
Date: March 28, 2014

POSITION PURPOSE

Reporting to the Vice President of Student Affairs, the Dean of Counseling & Matriculation provides for the educational welfare of students and the professional needs of staff in the division. Working cooperatively with the staff, and operating within established duties and responsibilities, the Dean has the responsibility and authority to make decisions on matters related to the division; plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned instructional and service divisions; provide leadership for faculty and staff in offering quality educational services for college students; and supervise and evaluate the performance of assigned personnel.

NATURE and SCOPE

The Dean of Counseling & Matriculation is responsible for coordinating Counseling (general and online), International Student Programs, the Assessment Center, Student Health Services, Career/Transfer Center, Veterans Program, the Job Placement Center, Extended Opportunities Program and Services (EOPS), Cooperative Agencies Resources for Education (CARE), Disabled Students Program & Services (DSP/S), California Work Opportunity and Responsibility to Kids (CalWORKS) and other selected student services on a comprehensive community college campus. Under general direction, the Dean works cooperatively with the campus, including the faculty and staff. Operating within established duties and responsibilities, the Dean has the responsibility and the authority to make decisions on matters related to the Counseling, International Students, the Assessment Center, Student Health Services, the Career/Transfer Center, the Job Placement Center, and the categorically funded programs.

KEY DUTIES and RESPONSIBILITIES

1. 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 Division programs and to meet student and community needs.

2. Ensure preparation and delivery of the following: 1) orientation, transfer, graduation, and academic probation/dismissal workshops; 2) Guidance courses, 3) small and large group advising/counseling; 4) accurate and updated matriculation and counseling information for the Schedule of Classes and College Catalog; 5) course and program Student Learning Outcomes (SLOs) with assessment methodology; and 6) comprehensive and annual program reviews for all Counseling programs and departments.

3. Coordinate campus efforts for the successful implementation of the college's matriculation plan.

4. Provide guidance, leadership and supervision to the Assessment Center, Transfer Center, International Students Program, and Job Placement Center.

5. Work in collaboration with Student Health Services and the Mental Health Advisory Committee to provide for immediate crisis-intervention counseling, identify the need for in-depth counseling and make recommendations for referral to community agencies for persons requiring in-depth counseling.
6. Work in collaboration with the District Executive Director of Research Institutional Effectiveness and the College Dean, Research, Planning and Development to prepare funding proposals in areas of responsibility and conduct divisional and/or institutional research, as appropriate.

7. Conduct in-service training for counselors and counseling staff.

8. Conduct studies to evaluate existing counseling services in order to recommend retention, modification, and/or implementation of new services.


10. Coordinate counseling services provided by volunteers and interns on campus.

11. Coordinate efforts with the campus student body organizations.

12. Facilitate the acquisition of supplies and equipment.

13. Hold meetings within the area to facilitate communication.

14. Prepare and recommend job specifications, qualifications, and announcements for new positions in the area.

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

16. Prepare and administer the budget of the area in cooperation with faculty and staff.

17. Approve conference requests and purchase orders for the area.

18. Maintain inventories of supplies and equipment allocated to the area.

19. Meet with community and educational advisory committees and as assigned.

20. Serve on college and District committees, as assigned.

21. Assist in the development, implementation and review of District policies and procedures.

22. Perform other related duties as assigned by the President or his/her designee.

23. Coordinate the development of Guidance courses and offerings and administer the General Education program and guidelines.

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. Course articulation.
6. Student matriculation process.

7. Budget preparation and control.

8. Funding and budget methods and regulations regarding the use of funds.

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

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

11. District organization, operations, policies, mission, and objectives.

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 time lines.

8. Understand the needs of the Division 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.

MINIMUM QUALIFICATIONS

1. Possession of a Master’s degree.

2. One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

3. 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.

4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District’s hiring policy or demonstrated equivalent transferable skills to do so.
DESIRED QUALIFICATIONS

1. Experience in the development and/or offering of online advising/counseling and other innovative strategies for providing counseling services to today’s students.

2. Experience as a community college administrator including supervision/evaluation of employees, budget management, and scheduling.

3. Knowledge of accreditation requirements.

WORKING CONDITIONS

1. Typical office environment.

Date Approved: 11/13/07, 4/8/14
Revised: 8/14/12, 3/28/14 (SLO)
Salary Range: M 30
EEO-Category: 2B1 Executive/Administrative/Manager