

POSITION DESCRIPTION

Dean of Students

Position Dean of Students
Department/Site Student Services
FLSA Exempt
Evaluated by Vice President of Student Services
Salary Range M-77

General Description

Under the general direction of the Vice President of Student Services, the Dean of Students is the administrative leader responsible for the development, coordination, and supervision of the student affairs, student life and leadership development, student government, clubs, student discipline, Student Health Center, and the Veterans Success Center programs of the District.

This is a 12-month academic management assignment.

Essential Duties and Responsibilities

- Provide leadership in the development and maintenance of excellence in student affairs and other assigned programs.
- Plan, organize and supervise the personnel and activities of student affairs, student life and leadership development, student government, student discipline, Student Health Center, and the Veterans Success Center.
- Provide leadership over, monitor and adjudicate student discipline.
- Prepare annual goals, workload assignments and schedules, and serve as program liaison with other student services programs.
- Prepare and monitor budgets for all assigned programs.
- Supervise the preparation and implementation of the Associated Students of Citrus College (ASCC) budget.
- Monitor the status of and authorize expenditures from the student affairs accounts served by the Student Business Office, including the ASCC expenditure accounts and Associated Students Organizations (clubs) accounts.
- Communicate college policy and administrative decisions to program staff and students and the needs of assigned programs to the administration.
- Administer the collective bargaining agreements among the District and the faculty and classified unions.
- Create an atmosphere of collegiality and support the goals of participatory governance.
- Collaborate with the Staff Diversity Officer, Title IX Coordinator, and ADA Coordinator(s) in the development and implementation of activities relevant to federal and state compliance.
- Participate as a member of the student services management team.
- Demonstrate leadership in long-range planning and program review activities and program development.
- Perform other duties as assigned that support the overall objective of the position.

Minimum Qualifications

- Possession of a master's degree.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.

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- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.