RIVERSIDE COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT POSITION DESCRIPTION

JOB TITLE: Dean, Counseling and Specially Funded Programs

The Riverside City College is seeking outstanding candidates for the position of Dean, Counseling & Student Success. The candidate selected for the position will have demonstrated skills and abilities in the areas of innovation, management, communication and organization.

BASIC FUNCTION: Under the supervision of the Vice President of Student Services, the Dean of Counseling and Specially Funded Programs is responsible for the coordination and supervision of Counseling, Disabled Students Programs and Services, Transfer/Career Center, Puente, Assessment, Ujima and Matriculation as well as other special funded programs, as assigned; and acts as a liaison with other college student service programs, community organizations, and educational institutions for student outreach and retention efforts.

PROVIDES WORK OR LEAD DIRECTION TO: Supervises and directs the following departments; Counseling, Disabled Students Programs and Services, Transfer/Career Center, Puente, Assessment, Ujima and Matriculation.

REPRESENTATIVE DUTIES:

1. Ensures that the college offers a comprehensive array of quality student services which support and enhance the campus instructional programs which promote student success.
2. Carry major responsibility for developing, recommending and implementing policies and procedures for the effective and efficient operation of the counseling program.
3. Supervise the evaluations of personnel, conduct program reviews, and make appropriate recommendations to meet the needs of our various student services and the changing student body.
4. Supervise the coordination of services to disabled students.
5. Evaluates classified and academic student services employees and other employees as necessary in areas of responsibility assigned to the incumbents; and conducts performance evaluations of assigned staff.
6. In cooperation with the Vice President, Student Services, responsible for counseling schedules and preparing teaching assignments.
7. Develop and recommend the appropriate budgets, supervise expenditures, maintain fiscal controls, and manage areas facilities, equipment and maintenance.
8. Maintain open communication and provide opportunities for faculty and staff to participate in decision making and consult on matters of College-wide interest.
9. Foster and atmosphere of mutual respect and openness that will promote creativeness and a feeling of freedom among staff.
10. Assist in interpreting College programs to the general public through community contacts and participation in the community activities.
11. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for the position, through continued study and participation in professional organizations.
12. Participate in local, regional, and state activities to promote Riverside City College.
13. Serves as a member of the Management Association.
14. Collaborate with other student services deans and directors to maintain and improve programs designed to enhance the educational experience for students.

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15. Performs other related responsibilities as may be assigned.

EDUCATION: Master’s degree required. Doctorate Preferred. The designated Coordinator must meet the minimum qualifications for a DSPS counselor or instructor or meet the minimum qualifications for an educational administrator set forth in Section 53420 and, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields: (1) instruction or counseling or both in a higher education program for students with disabilities; (2) administration of a program for students with disabilities in an institution of higher education; (3) teaching, counseling, or administration in secondary education, working predominately or exclusively in programs for students with disabilities; or (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominately or exclusively related to persons with disabilities. Degrees must be from accredited institution.

EXPERIENCE: Experience working with low income students and those with disabilities is required as is understanding the affective, cognitive, and social needs of a diverse student population, is required. Experience in the development, implementation, management and collaborative promotion of programs is also required. Experience in working with K-12 and community college special funded programs is desirable. Supervisory experience is required. Meet the minimum qualification outlined in Title V in DSPS coordinator.

KNOWLEDGE OF: Federal and state laws, policies and procedures germane to the provision of services to special student populations, outreach and educational services to community college students from diverse backgrounds.

ABILITY TO: Skill in interpersonal relations, tact, patience, courtesy, and customer service. Ability to read, interpret, apply, and explain laws, guidelines, and regulations; ability to develop and maintain accurate records, reports, and budgets; and ability to prepare and deliver oral presentations and training. A commitment and sensitively to and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College's instructional program. Must have demonstrated leadership, interpersonal, written and oral communication, problem-solving, organizational, and presentation skills.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, Administrators, and other departmental staff

WORKING CONDITIONS: Normal Office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.