

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT ACADEMIC MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Dean, Student Services

**BASIC FUNCTION:** Under the supervision of the area Vice President, provides leadership in the identification, development, implementation, and evaluation of student services programs to support student success to achieve academic goals. Collaborates with other administrators, faculty coordinators, and faculty to ensure quality of services and student success. Oversight responsibility for Student Code of Conduct, non-academic discipline, freedom of speech, campus literature distribution, vendors, and Student Activity events. As the needs of the colleges dictate, under the consultation with the area Vice President, the dean may be responsible for any the representative duties described below.

**SUPERVISORY RESPONSIBILITIES:** Provides direct or in-direct supervision and direction to assigned staff, faculty, and managers in any of the following areas: Admissions and Records, Assessment/Placement, Cashier's Office, CalWORKs, Counseling, Disabled Student Programs and Services/Disability Resource Center, diversity and equity programs, Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education, Former Foster Youth, Health Services, Job Placement, Matriculation/Student Success and Support Program, Outreach, Puente, Student Activities, Student Government, Student Employment, Student Financial Services, Student Support Services programs, Transfer Center, Tutorial Services, Upward Bound programs, and Veterans Services.

### **REPRESENTATIVE DUTIES:**

1. Provides leadership and direction to area directors and coordinators in developing, implementing, evaluating, and revising procedures to optimize efficient and effective delivery of student services at the college and centers.
2. Collaborates with the Vice President in the planning, coordinating, evaluation, management of budgets, and the administration of the college's student services programs and services. In consultation with the appropriate administrator and/or faculty coordinator, directs and supervises staff in student services and educational programs.
3. Conducts performance evaluations of assigned classified employees and academic/classified managers as well as participate in the evaluation of faculty.
4. Serves as the disciplinary officer in consultation with the student services managers, faculty, academic deans, college police, health services, and hearing board to promote an environment conducive to learning by administering the District Standards of Student Conduct Policy. In cases of perceived discrimination or harassment, works closely with the office of Diversity, Equity, and Compliance.
5. In coordination with legal counsel, college police, and facilities, enforce the board policy in the free speech area for the health and safety of the college and community.
6. For programs under direct supervision, develop, analyze, project, and manage general fund, categorical, state, and Federal budgets; maintain fiscal controls, supervise expenditures, prepare necessary reports, and collaborate on the resolution of audit findings.
7. Apply and implement applicable sections of California Education Code, Title 5, and Federal laws/regulations and district policy.
8. Provides leadership in the student services program review process and outcome assessment including the analysis of data related to improve programs and services.
9. Serve as a lead and/or active participant in a variety of standing college committees.
10. Develop, coordinate, and evaluate college outreach and in-reach programs to current and prospective students to prepare students to succeed in college.
11. Supervise and/or collaborate with Student Activities Coordinator(s) to ensure students are involved in shared governance and participate in the college decision making process.
12. Interpret, explain, and apply the classified and faculty contracts. Collaborate with the negotiating parties to resolve personnel concerns.

13. Coordinate with Information Services to ensure appropriate functionality of the integrated technology system in support of assigned areas of responsibility.
14. Leadership role in executing successful College functions such as Commencement, scholarship and program banquets, and college welcome days.
15. Maintain an understanding of current ideas, trends, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
16. Participates in local, regional, and state boards, committees, and councils to promote Riverside Community College District and the community college movement.
17. Serves as a member of the Management Leadership Association.
18. Performs other related responsibilities as may be assigned.

**EDUCATION:** Master's degree is required. Doctorate is preferred. Degrees must be from an accredited institution.

**EXPERIENCE:** A minimum of four years administration and/or leadership experience directly related to this administrative assignment, and successful experience in the supervision of student services programs are required. Must have, within the last four years, two years of experience or the equivalent (a) in the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages; OR (b) as a community college counselor or instructor or have comparable experience in working with disadvantaged clientele.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Procedures and effective practices at the college level of areas related to student services. Knowledge of and ability to apply Federal and state regulations, district policies, and accreditation standards. Skill in interpersonal relations, team-building, conflict resolution, and customer service.

**ABILITY TO:** Make sound decisions based on interpretation and analysis of data; communicate effectively both verbally and in writing; establish and maintain effective working relationships; work independently; provide leadership; and motivate others.

**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). Personal characteristics necessary for working with students, employees, and the public in an administrative capacity including stability, good judgment, diplomacy, a sense of humor, and ability to cooperate with co-workers.

**CONTACTS:** Co-workers, administration, faculty, students, community, non-academic departments, and vendors.

**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.