

**MARCH 2016**  
**FLSA: EXEMPT**  
**SALARY GRADE: Z**  
**CBA DESIGNATION: ACADEMIC MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**DEAN, STUDENT SUCCESS AND SUPPORT**

**BASIC FUNCTION:** Under the supervision of the College President, serves as the responsible officer for providing leadership and vision for a comprehensive array of student, academic and library support services designed to assist all students in the achievement of their educational goals. The Dean will oversee the functions of the Library Services, Counseling, and Academic Support departments in the provision of systematically coordinated and integrated support services to ensure student success. The incumbent will play a leading role in supporting the College's student success pathways and will be responsible for the implementation and communication of elements of the California Student Success Act of 2012. The Dean is expected to represent the College in a manner which enhances the College's image with the public and which upholds the integrity and dignity of the institution.

**PROVIDES WORK OR LEAD DIRECTION TO:** Provides direct supervision to faculty and staff.

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. Responsible for the coordination and integration of the learning resources services provided by the library, the counseling and the academic support programs and for the provision of these services to the students pursuing their educational goals through the various college-designed success pathways.
2. Serves as the point person for the College in the implementation of student success recommendations, as adopted by the California Community College Board of Governors.
3. Evaluates and improves assessment and placement systems and support activities that are innovative and integrated with orientation and educational plan development.
4. Strengthens educational planning and other counseling services, including the student advisory and guidance system by coordinating and integrating the roles of counselors, educational advisors, tutors, supplemental instructors, and faculty advisors, with a focus on optimizing the use of appropriate technology.
5. Reviews enrollment and class schedule development, informed by analysis of students' degree of preparation, educational goals and plans, in line with the cohort and block scheduled model of the college's student success pathways.
6. Improves the Early Alert & Intervention System for students in need, connects them with appropriate resources, and reduces the numbers of students placed on academic probation/suspension.
7. Provides leadership and coordination of professional faculty and staff development in counseling, library/learning resources, and academic support aligned with the implementation of the above activities.
8. Participates in the assessment of the efficacy of all student success-related activities and achievement of related Student Learning Outcomes.
9. Collaborates and provides integrated support to programs working with special populations, including EOPS/CARE, CalWORKs, DSPS, Foster Youth, Puente, Ujima, STEM, Honors, La Casa, Athletics, and Veterans.

10. Plans, implements and evaluates short- and long-range strategies, goals and objectives for the provision of comprehensive and integrated student support for the three major Student Success Pathways (Basic Skills, CTE and Transfer) as well as for the special student populations noted above.
11. Oversees the selection of library materials (books, video recordings, periodicals, and online databases) toward enhancing the library's resources in support of each major Student Success Pathways.
12. In consultation with other District operations, evaluates existing technology resources and coordinates the planning, development, and implementation of new technology learning resources projects, services and activities.
13. Works closely with Institutional Effectiveness and relevant academic and student services divisions to gather, interpret and present data on students, student progress, and student success in order to enhance instructional effectiveness and support enrollment management efforts. Such data would also be used to assess student retention, persistence, course success, graduation, employment, and overall progress toward educational goal attainment..
14. In collaboration with the Dean of Enrollment Services, and in consultation with the Vice President of Student Services and all appropriate governance committees, evaluates Board Policies and Administrative Procedures on a continual basis and recommends changes for the improvement of academic and student support services. Also, works with appropriate personnel to ensure effective on- and off-campus assessment and testing services and orientation programs that shepherd the student from initial contact through their first term at the College.
15. Provides day-t-day supervision over the Student Success and Support program, including all aspects of budget development and management. Also responsible for planning, organizing, developing, coordinating, reviewing, training and evaluating the work of assigned personnel.
16. Performs other duties as required.

**EDUCATION:** Master's degree, from an accredited institution, in one of the disciplines taught at the college is required. A doctoral degree from an accredited institution is preferred.

**EXPERIENCE:** Three years of progressively responsible experience including supervision of multiple academic and/or student services or library services programs, preferably at the community college level, is required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:**

- Administrative procedures and practices at the college level.
- State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services including:
  - Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services;
  - Pertinent sections of California Education Code;
  - Americans with Disabilities Act (ADA) compliance regulations;
  - California State Chancellor's Office (Systems Office) legal opinions and advisories;
  - Board Policies and Administrative Procedures;
  - Articulation agreements with other colleges/universities;
  - The role of counseling faculty and delivery of counseling services in the California Community Colleges (Academic Senate 2012).

**ABILITY TO:**

- Initiate and implement programs and services for student success;
- Develop K-12 partnerships that increase readiness of incoming students and ease their transition to the college;
- Ensure clear communication to all internal and external constituents regarding the available student success pathways and expectations for achievement;
- Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations;
- Be creative and innovative in administering and leading programs and services;
- Communicate effectively both orally and in writing;
- Work without close supervision and as an effective team member in a collaborative work environment with demonstrated commitment to the values inherent to a culturally diverse workplace;
- Provide strong leadership and communication, motivational, interpersonal, and team building skills; and
- Work harmoniously with faculty, staff and students who are multi-cultural and diverse.

**CONTACTS:** The Dean is required to develop and maintain strong collaborative and cooperative relationships with a wide range of executive, academic, professional and administrative offices and personnel within the College and, in the external environment, to have critically important contacts and relationships with college and high school administrators, counselors and students. The Dean is expected to collaborate with academic and student services departments to contribute to the efforts in educating, serving and retaining students of all ages and genders, and from culturally, ethnically, and socio-economically diverse backgrounds.

**PHYSICAL DEMANDS:** Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

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.