

CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEAN, STUDENT LIFE

BASIC FUNCTION:

Leads and administratively oversees a comprehensive portfolio of student services and co-curricular programs promoting student success, equity, engagement, and holistic well-being; develops implements, and evaluates programs supporting students' physical, emotional, psychological, and overall wellness, including health services, basic needs, civic engagement, leadership development, and student advocacy; oversees student conduct, campus freedom of expression policies, and student engagement; and collaborates with faculty, staff, students, and community partners to ensure the delivery of responsive, equitable, and high-quality services that support students' academic achievement and personal growth.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the area administrator. Directs the work of classified and academic staff and managers assigned to programs for which the position is responsible.

CLASS CHARACTERISTICS

This classification is responsible for the strategic leadership and administrative oversight of Student Life programs and services. Work is typically performed in collaboration with Student Services and other college programs in the development, implementation, and evaluation of assigned areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Provides strategic leadership and administrative oversight for the planning, development, implementation, and continuous evaluation of student support services that support student success, equity, engagement, and holistic well-being.
2. Designs and coordinates a broad range of student-centered programs and services that promote leadership development, civic engagement, advocacy, wellness education, and students' basic needs.
3. In consultation with applicable District personnel, serves as the disciplinary officer by administering the District Standards of Student Conduct Policy; in perceived discrimination or harassment, works closely with the Office of Diversity, Equity, and Compliance.
4. In coordination with legal counsel, college police, and facilities, enforces Board policy in the free speech area for the health and safety of the college and community.
5. Develops, analyzes, projects, and manages the general fund, categorical, state, and federal budgets for assigned areas; maintains fiscal controls, supervises expenditures, prepares necessary reports, and collaborates on the resolution of audit findings.
6. Supervises, trains, and evaluates assigned personnel, ensuring accountability, continuous improvement, and alignment with institutional goals; conducts timely performance evaluations and fosters professional growth.
7. Facilitates inclusive student participation in shared governance, institutional decision-making, and campus-wide initiatives by advising student leaders and supporting student organizations and engagement activities.
8. Collaborates with faculty, administrators, and staff to integrate student services with academic and institutional priorities; ensures the quality and responsiveness of services to diverse student populations.
9. Coordinates and supports high-impact student life events such as welcome days, commencements, recognition ceremonies, and campus-wide initiatives designed to build community and belonging.

10. Leads wellness-related initiatives and harm reduction strategies, including the promotion of physical, mental, emotional, and social wellness through cross-campus partnerships and educational programming.
11. Establishes and sustains partnerships with community-based organizations, government agencies, and regional networks to enhance support for student wellness, advocacy, and success.
12. Maintains current knowledge of emerging trends, research, and best practices in student affairs, leadership development, wellness, and equity to inform program design and strategic planning.
13. Participates in local, regional, and state boards, committees, and councils to promote Riverside Community College District and the community college movement.
14. Serves as a member of the Management Leadership Association.
15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Procedures and effective practices at the college level of areas related to student life, student development, and student activities.
2. The philosophy and mission and values of the community college.
3. Effective financial management, budget planning and development, and student resources management practices and procedures.
4. Legal affairs and policies that affect college students.
5. Interpersonal relations, team-building, conflict resolution, and customer service skills.

Ability to:

1. Make sound decisions based on interpretation and analysis of data.
2. Communicate effectively both orally and in writing.
3. Design and implement new programs and service delivery systems.
4. Work independently, provide leadership, and motivate others.
5. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
6. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.

Education and Experience:

A master's degree and four (4) years of administrative and/or leadership experience directly related to the administrative assignment, including successful experience in the supervision of student life and/or related programs; or an equivalent combination of education, training, and/or experience.

An earned doctorate is preferred.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking

between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS:

Employee works mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset individuals in interpreting and enforcing departmental policies and procedures.