

College of the Redwoods

Position Description

Position: Dean of Students and Community Relations	Position Number:
Department:	FLSA: Exempt
Reports to: President/Superintendent	Salary Grade: 136

Summary

The Dean is responsible for student conduct administration and serves as the District's conduct officer. The Dean is responsible for informing students of their rights and responsibilities at the College, resolving student issues in and outside of the classroom, serves as the referral for non-academic student complaints and student Title IX issues, and leadership of the Behavioral Intervention Team.

The Dean will work on projects, programs and initiatives that will improve student enrollment and retention; expand campus initiatives; promote CR and CR Foundation's image; make concerted efforts to engage and cultivate community organizations to partner with the College; and cultivate the financial support of the College from sources external to the college's regular funding.

Essential Duties and Responsibilities

- Oversee student conduct and behavioral issues. Administer the Student Code of Conduct, student grievance procedure, due process, and student discipline procedures. Serves as Chair of the Behavioral Assessment Team. Provide the college community with information and guidelines on reporting concerns and behavioral issues. Work closely with the Academic Deans and faculty on classroom behavior and student concerns. Work closely with Campus Security to ensure the safety of all students.
- Advocate for students and act as a liaison between students, faculty and administration.
- Support academic and administrative leadership in expanding opportunities with Humboldt State University.
- Lead a cohort of fundraising and alumni programs that are critical to achieving the District's mission.
- Establish, nurture and maintain relationships with corporate and education partners.
- Collaborate with the deans and advancement staff to develop and elevate development and alumni relations programs.

Qualifications

Knowledge and Skills

- Philosophy, mission, vision, and goals of the community college district
- Student support services and programs, including student recruitment and outreach

- Applicable federal and state regulations pertaining to instruction and each area of student service
- Knowledge of instructional and student services programs

Abilities

- Work in a positive way with faculty, administration, classified personnel, students, and the public
- Create and maintain a high staff morale to achieve consensus while demonstrating a sensitivity to, and understanding of, the college's diverse populations of students and staff
- Create an environment conducive to the development of instructional and service innovations
- Demonstrate commitment to the continued improvement of teaching and learning
- Demonstrate commitment to participatory approaches to governance
- Communicate articulately both in public and in private, as evidenced by the ability to listen as well as to speak and write effectively
- Provide leadership and direction in instructional innovation and technology
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving

Physical Abilities

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate office equipment

Education and Experience

Master's degree and five years or more of progressively responsible leadership experience at a Dean or Director level or above within an educational environment. Must have an understanding of the community college mission and the role of an academic and student affairs program within higher education.

Licenses and Certificates

Valid CA Drivers license.