

College of the Redwoods

Position Description

Position: Dean of Students/Chief Student Services Officer	Position Number:
Department: Student Services	FLSA: Exempt
Reports to President/Superintendent	Salary Grade: 130

Summary

Reporting to the President, 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, and serves as the referral for non-academic student complaints. The Dean provides leadership for Student Conduct, Special Programs, Multicultural and Diversity Center, ASCR, Child Development Center, Residential Life, and the Bookstore.

The Dean will work on projects, programs and initiatives that will improve student enrollment and retention; expand campus initiatives; promote CR; 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

SPECIFIC RESPONSIBILITIES

The Dean, in accordance with the provisions of the Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the District, performs the following functions:

DEVELOPMENT AND DELIVERY OF STUDENT AND PROGRAMS

Overall responsibility for the planning, staffing, supervision, assessment, and delivery of all student related programs under their purview. Provides leadership in appropriate program areas for efficiency and effectiveness in serving the needs of a culturally and socio-economically diverse community. Collaborates with other institutional leaders in college-wide initiatives.

Collaborate with Human Resources to respond to COVID requirements.

PERSONNEL

Directs, supervises and evaluates assigned academic, management and classified staff and responsible for the immediate supervision and performance evaluation of all reporting administrators. Recommends all personnel transactions in areas of responsibility; ensures the hiring of highly qualified and diverse staff, faculty, and administrators. Responsible for developing an effective and cohesive leadership team with a common commitment to and focus on student access and success.

STUDENTS

Develops programs that support inclusivity and success for the college's diverse student population. Responsible for reviewing, recommending and implementing district policies and administrative regulations pertaining to students. Oversees student conduct and behavioral issues. Administer the Student Code of Conduct, student grievance procedure, due process, and student discipline procedures. Work closely with the instructional deans and faculty on classroom behavior and student concerns. Advocate for students and act as a liaison between students, faculty and administration.

BUDGET/FUNDING

Responsible for the overall preparation, monitoring and accounting for all budgetary matters in areas of responsibility including general fund, categorical, auxiliary and grant funding. Seeks maximum state funding and alternative revenue streams for assigned programs and services.

PLANNING

Responsible for overseeing and enhancing the assessment framework for all areas under their purview, including student learning outcomes and service area outcomes assessment and program reviews to ensure results-oriented program planning and budgeting. Support academic and administrative leadership in expanding opportunities with Cal Poly Humboldt.

COMMUNITY ENGAGEMENT

The Dean will establish and maintain partnerships with external entities, including K-12 school districts, four-year universities, and community-based organizations to achieve student access and success.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing or participating in college and district committees and task forces related to duties. Participates in and supports the accreditation process. Performs related duties as assigned.

Qualifications

Knowledge and Skills

- Philosophy, mission, 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 programs
- Student learning outcomes

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

Possession of a master's degree (doctoral degree preferred); and experience in higher education, accreditation, and budget oversight. 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 Driver's license.