

College of the Redwoods

Position Description

Position: Dean of Students	Position Number:
Department: Student Services	FLSA: Exempt
Reports to Vice President of Instruction & Student Development	Salary Grade: 130

Summary

Reporting to the Vice President of Instruction and Student Development, the Dean of Students provides visionary leadership, strategic direction, and administrative oversight for comprehensive student support and engagement services that promote student success, belonging, wellness, and retention. The Dean fosters a student-centered environment that supports equitable access, holistic student development, and responsive intervention services.

The Dean of Students oversees student life and engagement functions, behavioral intervention and student conduct processes, wellness and basic needs supports, counseling and advising services, and programs that advance student connection, inclusion, and persistence.

The Dean serves as a key member of the student services leadership team and collaborates broadly with instructional administrators, faculty, classified professionals, students, and community partners to support institutional goals and compliance obligations.

Essential Duties and Responsibilities

- Provide leadership, supervision, evaluation, and operational oversight for assigned student services programs and personnel.
- Responsible for developing an effective and cohesive leadership team with a common commitment to and focus on student access and success.
- Develop and implement strategic goals, policies, procedures, and assessment practices aligned with institutional priorities and student equity goals.
- Administer program budgets, grants, contracts, and resource allocations.
- Ensure compliance with federal and state laws, accreditation standards, district policies, and applicable regulations.
- Promote a culture of care, inclusion, student advocacy, and continuous improvement.
- Oversee student life, student leadership development, student clubs and organizations, student government, campus engagement activities, and co-curricular programming.
- Support development of a vibrant campus culture that promotes belonging, civic engagement, and student leadership.

- Coordinate campus-wide student engagement initiatives, orientations, and welcome activities.
- Provide oversight for student conduct processes, behavioral intervention and threat assessment protocols, and restorative practices including student conduct policies and due process procedures.
- Oversee counseling, advising, career services, and welcome center operations and student-facing intake/navigation services.
- Support development of proactive student retention and persistence initiatives.
- Collaborate with student services leaders and programs to improve student onboarding, educational planning, and completion outcomes.
- Oversee student basic needs programs and services, including food security, emergency supports, transportation assistance, and housing-related services.
- Support student wellness initiatives and referral systems for mental health and community services.
- Support multicultural education initiatives, cultural programming, affinity-based student support, and equity-centered engagement efforts.
- Collaborate with faculty, staff, administrators, and external agencies to strengthen student support systems.
- Represent the college on institutional committees, regional partnerships, and community collaborations.
- Use data and assessment to identify equity gaps and improve student outcomes.

Qualifications

Knowledge and Skills

- Philosophy, mission, and goals of the community college district
- Principles and practices of student development and student affairs administration
- Student conduct, behavioral intervention, and crisis response practices
- Counseling, advising, and student success practices in higher education
- Equity-minded and culturally responsive leadership practices
- Budget development and personnel supervision
- Applicable federal and state regulations pertaining to instruction and each area of student service

Abilities

- Work in a positive way with faculty, administration, classified personnel, students, and the public
- Lead collaboratively in a diverse educational environment
- Manage sensitive and complex student situations with professionalism and discretion
- Analyze data and implement improvement strategies
- Supervise, evaluate, and support personnel effectively
- Facilitate conflict resolution and restorative approaches
- 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

- 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 and experience in higher education, accreditation, and budget oversight. Must possess a strong understanding of the community college mission and the critical role of student affairs programs in fostering student engagement, belonging, persistence, and success in higher education and advancing equity, access, retention, and student success for diverse student populations.

Licenses and Certificates

Valid CA Driver's license.