

RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, STUDENT AFFAIRS

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities, operations, and delivery of Student Affairs Division programs and services; to coordinate assigned activities with other District divisions and outside agencies; to serve as District Compliance Officer and EEO Officer; and to provide highly responsible and complex professional support to the Vice President of Student Services.

SUPERVISION EXERCISED

Exercises direct supervision over Administrators, faculty, and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume full management responsibility for Student Affairs Division programs, services, and activities including DSPS, EOPS/CARE, CalWORKs, Student Health Center, Psychological Services, TRIO and Student Conduct.

Manage the development and implementation of Student Affairs Division goals, objectives, policies, and priorities; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of Student Affairs Division service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Student Affairs Division to other District divisions and outside agencies; explain and interpret Student Affairs Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, counsel, and evaluate Student Affairs Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, and coordinate the Student Affairs Division work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Student Affairs Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and

supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Participate and be actively engaged with the implementation of the Student Success Initiative.

Coordinate Student Affairs Division activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Vice President of Student Services; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Student Affairs Division programs, policies, and procedures as appropriate.

Monitor assigned programs for Title V and Education Code compliance.

Prepare, provide, and distribute data for mandated College, State, Federal or program funding service reports.

Establish and coordinate advisory committees for instructional programs, ensuring representation and expertise from the community.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff.

Conduct periodic conferences and meetings with faculty and staff; act as an ombudsperson to resolve student/teacher problems as needed.

Promote creativity and innovation in the development and delivery of Student Affairs Division programs.

Serve on local civic and/or community organizations as a College representative; serve as a liaison with professional organizations.

Develop, implement, and update a personal professional development plan.

Prepare, develop, write, coordinate, and administer grants.

Administer the student discipline and grievance processes.

Investigate and resolve complaints of unlawful discrimination based on national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, military and veterans status, sexual harassment and other protected classes covered under Federal and State statutes.

Advise complainant of his/her rights under the law; assist with the preparation of the complaint; interview the person charged and any witnesses; summarize findings; notify the complainant, Human Resources, Chancellor's Office, and any Federal or State agencies, as appropriate, of the District's resolution of the matter.

Provide information, advice, and interpretation of State and Federal laws and District policy and procedure related to unlawful discrimination to Administrators, faculty, staff, students, and the public.

Prepare cases and represent the District on complaints of unlawful discrimination before the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, Office of Civil Rights, and other Federal and State enforcement agencies.

Develop and implement training programs related to unlawful discrimination; review and revise policies on unlawful discrimination.

Develop, revise, and implement the Staff Diversity/Affirmative Action Plan in conjunction with the Director of Human Resources.

Participate on a variety of campus committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and instruction.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive student inquiries and complaints.

Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of a comprehensive Student Affairs program.

Organization and management practices as applied to the analysis and evaluation of Student Affairs programs, policies, and operational needs.

Modern and complex principles and practices of Student Affairs program development and administration.

Equal Employment Opportunity compliance laws and regulations.

Pedagogical techniques and trends.

California Community College System and functioning on State, local, and institutional level.

Community needs and resources as related to classes and subjects.

School and community college systems, including K-12 and upper division institutions.

District accounting practices.

Database applications.

Student discipline and grievance process and procedures.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Student Affairs division.

Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Student Affairs program services.

Plan, organize, direct, and coordinate the work of Administrators, faculty, and professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to instructional program issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Student Affairs program goals.

Research, analyze, and evaluate new Student Affairs program service delivery methods, procedures, and techniques.

Prepare and administer Student Affairs program budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and Student Affairs program reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Student Affairs programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Master's degree from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 57

Effective Date: December 12, 2007 (Board Approved); December 12, 2013

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