SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSOCIATE DEAN

BASIC FUNCTION:

Under the direction of the Dean, plan, organize, control and direct the operations and activities of assigned Student Support Services departments, programs and functions including Admissions and Records, Student Outreach and Orientation, Financial Aid, Transcript Analyst Office, Student Life, Student Senate and Commencement; coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the operations and activities of assigned Student Support Services departments, programs and functions including Admissions and Records, Student Outreach and Orientation, Financial Aid, Transcript Analyst Office, Student Life and Student Senate; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities; oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals, events, activities and objectives related to assigned Student Support Services departments, programs and functions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Plan, organize, control and direct Admissions & Records operations and activities including student admissions, registration, commencement and record-keeping functions; establish and maintain departmental time lines and priorities; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Plan, organize, control and direct co-curricular activities related to Student Life, Student Activities and Student Senate; coordinate and direct the planning, scheduling, development and implementation of related special events and activities; direct student housing functions.

Plan, organize, control and direct Student Outreach and Orientation operations and activities in a variety of outreach and recruitment functions including advisement, pre-enrollment, orientation and support services to facilitate, enhance and assure smooth student enrollment at the College; train and
evaluate the performance of assigned personnel.

Plan, organize, control and direct Financial Aid operations and activities to provide students with loans, scholarships and various other forms of financial assistance; assure proper processing and evaluation of related forms and applications and determination of student eligibility for a variety of financial aid; direct and participate in the selection of students for financial aid awards.

Receive and resolve residency appeals and scholastic standards committee appeals; resolve differences; make final determinations if further appeals are necessary.

Monitor and evaluate operations and activities related to assigned Student Support Services departments and programs for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning related needs; direct the development and implementation of standards, services, programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned departments and programs.

Serve as representative for Student Services; direct consultation and advisement services to provide students, personnel, administrators, outside agencies and the public with technical assistance and information concerning assigned departments, programs and functions; direct and participate in responding to inquiries and providing detailed and technical information concerning related standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies and procedures.

Coordinate and direct the development and implementation of commencement activities; plan, organize, develop and implement the annual Dorantes Lecture, President’s Honor Roll Reception and Academic Service Awards; direct the preparation of related informational materials and publications.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to departments, programs, services, personnel, students, budgets, financial activity and assigned duties.

Develop and prepare the annual preliminary budget for assigned Student Support Services departments, programs and functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Dean-Educational Programs regarding services, activities, needs and issues related to assigned departments, programs and functions; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

October 2013
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Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned departments, programs and activities; modify programs, services, policies and procedures to meet State and federal requirements as needed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of assigned Student Support Services departments, programs and functions including Admissions and Records, Student Outreach and Orientation, Financial Aid, Transcript Analyst Office, Student Life, Student Senate, and Commencement.
College, State and federal standards and requirements governing assigned Student Support Services departments, programs and services.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students.
Principles, practices, procedures and techniques involved in the development and implementation of educational programs, services, plans, strategies, processes, systems, projects, goals and objectives.
College and university admissions, enrollment and financial aid functions.
Strategies, theories and multicultural approaches to learning, student success and student activities.
Principles and practices of administration, supervision and training.
Policies and objectives of assigned programs and activities.
Budget preparation and control.
Oral and written communication skills.
Applicable local, State and federal laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.

ABILITY TO:
Plan, organize, control and direct the operations and activities of assigned Student Support Services departments, programs and functions including Admissions and Records, Student Outreach and Orientation, Financial Aid, Transcript Analyst Office, Student Life, Student Senate and Commencement.
Coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals, events and objectives related to assigned departments and programs.
Monitor, evaluate and direct the development and implementation of standards, services, programs, policies and procedures to enhance the educational effectiveness and operational efficiency of assigned departments and activities.
Analyze student infractions to determine appropriate disciplinary actions.
Assure proper and timely resolution of student, staff, faculty, administrative, parental, department, program and related issues, complaints and conflicts.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree and five years increasingly responsible experience working with student services or related programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.