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| Job Title: | Associate Dean Programs for At-Risk Students | Grade: | N |
| Department: | Student Success Services | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Develops, plans and implements new student services, instructional and information technology programs for high-risk students.

Characteristic Duties and Responsibilities:

1. Manages and oversees collaborative, cross-unit work teams in support of development and implementation of new student services programs for high-risk students, including management of budgets to support this work. Designs and manages all assessment programs to measure effectiveness of these new initiatives.
2. Manages and oversees collaborative, cross-unit work teams in support of development and implementation of new instructional programs for high-risk students and faculty training programs designed to improve the success of high-risk students, including management of budgets to support this work. Designs and manages all assessment programs to measure effectiveness of these new initiatives.
3. Manages and oversees collaborative, cross-unit work teams in support of development, implementation and operation of new information technology programs in support of services to and instructional activities supporting high-risk students, including management of budgets to support this work. Designs and manages all assessment programs to measure effectiveness of these new initiatives.
4. Participates in college-wide and Enrollment and Student Services (ESS) Unit committees with a focus on leadership in the areas of student retention and formal assessment activities within the ESS Unit.
5. Performs other duties as assigned.

Reporting Relationships:

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| Direction Received: | Reports to Associate Vice President for Student Success Services |
| Direction Given: | Responsible for directing the work of administrative support personnel; providing functional guidance and leadership to cross-unit work teams |

Minimum Requirements:

Master's degree from an accredited institution in Education Administration, Student Services or a related field; five years of progressively responsible educational experience including two years at a community college and college administration experience

Job Description

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Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of college policies and procedures
Knowledge of academic and academic support programs
Knowledge of enrollment and student services functions and programs
Knowledge of assessment best practices in higher education
Understanding of information technology and the use of technology to support students
Understanding of student retention programs and best practices
Ability to manage budgets
Ability to develop a rapport with students and leaders on campus and in the community
Excellent leadership skills
Strong oral and written communication skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; frequently traveling between buildings on campus, to other campuses, locally and out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse