



## Job Description

<b>Job Title:</b>	Dean of Student Life and Service Learning	<b>Grade:</b>	DN
<b>Department:</b>	Student Life Center/Service Learning	<b>FLSA:</b>	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:**

Plans, manages, and directs administrative activities related to Student Life and Service Learning.

Provides complex staff support to the Vice President for Enrollment and Student Services; and coordinates assigned activities with other divisions, departments and outside agencies.

### **Characteristic Duties and Responsibilities:**

1. Plans, directs and participates in activities related to Student Life, Service Learning, Family Resource Center and Honors Program at multiple campuses. Works closely with all college constituencies in efforts to enhance student services in the assigned departments and functional areas.
2. Plans, implements and administers goals and objectives and develops policies and procedures related to programs and services in assigned departments and functional areas.
3. Provides general oversight and supervision for staff in assigned departments and functional areas.
4. Provides planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.
5. Develops and presents reports and recommendations for a variety of programs and projects, and integrates the functions of the division in a manner that is responsive to student needs, the campus and the community.
6. Implements an effective system for assessment of operations and goals to include processes for feedback and improvement.
7. Works collaboratively with instructional faculty and academic support programs to facilitate and enhance student services for assigned departments and functional areas.
8. Implements strategies and processes to perform and assess outcomes measures for programs and services; makes recommendations for improvements based on assessment.
9. Provides effective management of the College fiscal resources including fiscal responsibility for assigned budgets and overall supervisory authority for the budget process in the division.
10. Represents the college at community and external organization functions.
11. Administers the Student Code of Conduct; determines appropriate disciplinary actions and sanctions for students who violate the Code; reviews and updates Code as needed to maintain due process for students, provide consistency in administration, and limit liability risk for the college.
12. Supervises and supports Director of Student Discipline and ESS Directors on area campuses who serve as "designees" in the administration of the Student Code of Conduct.
13. Advises Deans, Division Directors, faculty, and staff regarding alleged violations of the Student Code of Conduct.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised April 2012



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14. Chairs and facilitates the CPCC Care Team, cross-unit committee whose purpose is to help maintain a safe campus environment by sharing information about student behavioral issues.
15. Support the efforts of the Rapid Response Teams, campus-based teams involving ESS, Campus Deans, College Security, Counseling and Disability Services, whose purpose is to respond quickly to student behavioral issues that may pose a safety risk to the College Community.
16. Performs other duties as assigned by the Vice President of Enrollment and Student Services.

### **Reporting Relationships:**

**Direction Received:** Reports to Vice President of Enrollment Management and Student Services

**Direction Given:** Management of the operation of a major function with activities typically coordinated through administration personnel above the level of first-line supervisors, mid- to upper-level management or professional responsibility

### **Minimum Requirements:**

Master's Degree from a regionally accredited institution in Student Services, Student Development, Counseling, Behavioral or Social Science or a closely related field and six years of experience in a higher education setting, progressive experience with increasing level of responsibilities

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of student services operations, principles and functions

In-depth knowledge of procedures/policies/mandates in student development, student activities and service learning

Ability to respond to inquiries and resolve complex issues from internal or external customers, regulatory agencies, or members of the business community

Ability to write and speak effectively and make presentations



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Ability to define problems, collect data, establish facts, and draw valid conclusions

Knowledge and understanding of community college operations

Demonstrate ability to work in a team Supervisory and leadership skills Proficiency with office technology

### **Working Conditions:**

Typical office environment