

IMPERIAL VALLEY COLLEGE
Dean of Student Affairs and Enrollment Services

DEFINITION

The Dean of Student Affairs, Enrollment Services and Equity is an Educational Administrator position as designated by the Board of Trustees of the Imperial Community College District. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Dean is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the direction of the Vice President of Student Services, provide direction and leadership to enrollment services, financial aid, student health services, student equity, and to students, student government, student activities, and other related duties and responsibilities as assigned. The Dean of

- x Provides leadership and collaborates and assists with instruction, campus operations, and other campus services to provide integrated and aligned, quality campus services.
- x Collaborates with instructional deans, faculty, and academic support staff to improve student retention.
- x Directs college leadership in strategic and organizational planning processes to increase college outreach, completion, graduation, and or transfer.
- x Coordinate and monitor campus posting areas and update the policies as necessary.
- x Responsible for the development and management of the department's budget consistent with District fiscal policies.
- x Supervise and evaluate assigned managers, faculty, staff, and student employees in accordance with applicable evaluation procedures.
- x Regularly schedule and chair faculty and staff meetings and special meetings as needed; serve on regular and special committees as assigned by the Vice President of Student Services; represent the division concerns and needs to the Vice President of Student Services; participate in the Student Services Council; and work effectively and collaboratively with Instruction.
- x Provide training to employees, as appropriate, in work procedures, standards and safety practices.

- Ability to train, supervise and evaluate personnel.
- Ability to utilize technology and educational tools as appropriate.
- Ability to mediate and resolve faculty, staff and student problems, complaints and grievances according to employee contracts and district policy and procedures.

MINIMUM QUALIFICATIONS:

Possession of a related master’s degree and one year of formal training, internship, or leadership experience reasonably related to the administrator’s assignment.

WORKING CONDITIONS:

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

1. Seldom: Less than 25 percent 3. Often: 51 to 75 percent
 2. Occasional: 25 to 50 percent 4. Very Frequent: 76 percent and above

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE:

This is an educational administrator position, Range 10. This position has direct responsibility for formulating and implementing policy regarding the student services of the College and the District.