

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/STUDENT DEVELOPMENT**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President/Student Services for the supervision and administration of all services and programs provided at Santa Ana College through the Office of Student Development. Includes all assigned personnel and all related records and reports; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF STUDENT DEVELOPMENT SERVICES

Overall supervision of the Student Development staff and functions including, the Health and Wellness Center, Student Conduct and Discipline, the Santa Ana College Commencement Program, the Student Activities Office, including the Associated Student Government and Inter-Club Council at SAC, the Student Leadership Institute, the Service Learning Center, the Foster Youth Mentoring Program, the Civic Entrepreneur Program, and others as appropriate. Plans, develops, revises, staffs and evaluates all programs and services, and has substantial responsibility for college special events and related programs.

Reviews programs, services, activities and expenditures for compliance with applicable state and federal law, regulations and guidelines, District policy, procedure and responsiveness to the needs of a culturally diverse community.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for handling student personnel, program, and staff-related complaints and resolving conflicts regarding all program areas; interprets and recommends policies and programs to address student needs in areas of responsibility.

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BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budget for assigned programs and functions; has substantial responsibility for reporting and accounting for categorical funding of programs and related reports; and seeks additional and alternative funding for programs and activities.

PLANNING

Responsible for planning courses, special events, programs, scheduling classes and work schedules in response to demand, and developing annual budget, goals, activities and outcomes for all Student Development functions.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and activities, as well as community support organizations and on state and national boards and committees to articulate, enhance and improve college programs, offerings, funding and assets.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing and supervising service area and college/district-wide committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervise all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; substantial responsibility for procurement, expenditure and accounting for funding in compliance with applicable law and policy, and for submission of reports.
- B. Resolves student complaints, problems, conflicts, and special needs to maximize performance and access to programs.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a Master's degree; and one year of formal training, internship, or leadership experience responsibly related to this administrative assignment; or a valid California Administrative or Supervisory Credential authorizing service at the community college level.

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REQUIRED SKILLS AND QUALIFICATIONS (continued)

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, supervise staff, analyze and apply laws, rules and regulations, build consensus and organize programs and services to meet changing needs.

Draft Date: 7/20/00
Approved by the Board _____
pw:1/04