

DEAN OF EDUCATIONAL ACCESS AND STUDENT SUCCESS
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR

GENERAL RESPONSIBILITIES

Under the direction of the Vice President of Student Services, the Dean of Educational Access and Student Success will provide leadership for academic student support, such as Supplemental Instruction and tutoring, and other student success programs, such as TRIO Programs, Veterans Resource Center, and Affinity Centers.

SPECIFIC RESPONSIBILITIES

The Dean of Educational Access and Student Success is responsible for planning, developing, coordinating, and evaluating instructional student support and student success programs designed to ensure student retention, persistence, and success. The Dean of Educational Access and Student Success works closely with the Vice President of Student Services, faculty, and staff to deliver integrated academic support programs, discipline-specific learning support centers such as the STAR Center, the Math Success Center, and other college-wide student success programs.

POSITION RESPONSIBILITIES

1. Provide leadership, plan, coordinate, direct, and support the activities of the Learning Center's academic student support programs, such as Supplemental Instruction and tutoring, and other student success programs, including TRIO Programs (both collegiate and pre-collegiate), Veterans Resource Center, and Affinity Centers. Ensure these programs are aligned with institutional priorities for educational access and equity. Provide leadership for and coordinate the development of a comprehensive student success plan.
2. Promote and expand educational access initiatives through collaboration with the Veterans Resource Center, TRIO Programs (Upward Bound, Upward Bound Math and Science, SSS), and Affinity Centers. Develop targeted outreach and support strategies for historically underserved student populations, including first-generation, low-income, military-connected, and minoritized students.
3. Collaborate with program coordinators and campus partners to integrate holistic academic and co-curricular support services that address barriers to access and retention for students served by the Veterans Resource Center, TRIO, and Affinity Centers.
4. Monitor and evaluate the effectiveness of access initiatives in relation to institutional goals for diversity, equity, inclusion, and belonging. Based on student feedback, performance metrics, and national best practices, recommend improvements.
5. Work in collaboration with the Office of Research, Planning, and Institutional Effectiveness to set up reporting mechanisms to maximize program efficiency.
6. Oversee the execution of evaluation procedures for all faculty and staff in the assigned areas.
7. Work with faculty and staff to ensure that all academic support programs meet requirements for all college planning and evaluation activities, including but not limited to program review, accreditation, resource allocation, and student learning outcomes and assessment.
8. Participate collaboratively in strategic planning and policy development.
9. Plan on both a short- and long-term basis for staffing levels in the academic support units.

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JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (CONT'D)

POSITION RESPONSIBILITIES (CONT'D)

10. Develop and manage the academic support unit budgets and direct the development and implementation of selected externally funded initiatives.
11. Assist with the development of resource allocations for facilities, equipment, and technologies that sustain academic support programs.
12. Support and promote external grant opportunities to support student success and faculty development.
13. Provide direction and support to help faculty and staff engage in meaningful assessment of student learning outcomes.
14. Plan, implement, and evaluate activities to ensure that academic support services are regularly assessed for evidence of student achievement and learning, particularly concerning student learning outcomes and accreditation standards.
15. Promote professional development opportunities for faculty and staff.
16. Represent the college to professional organizations, governance entities, community groups, and prospective donors and friends of the college.
17. Serve on college and district committees.
18. Foster instructional and institutional effectiveness by undertaking other duties as necessary or as delegated by the Vice President of Student Services.

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 boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the local, state, and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing, and supervising the service area and District wide committees and task forces.

ESSENTIAL FUNCTIONS

A. Supervises all aspects of planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy and related reports.

B. Resolves student complaints, problems, and conflicts; analyzes, applies, and explains laws, regulations, and policies to students and student groups; advises all groups and clubs and assures adequate health care and legal services.

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REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a California Administrative or Supervisory Credential authorizing service at the community college level or possesses a master's degree and has one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; possesses the minimum qualifications to serve as a faculty member in the California Community Colleges.

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

Board of Trustees' Approval Date: June 23, 2025