

ASSOCIATE DEAN - COMMUNITY COLLEGE (STUDENT PERSONNEL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Vice President and Dean of Student Personnel Services, the incumbent of this class assists in the coordination and management of all areas of student development and services, program implementation and staff supervision. Specific areas of responsibilities include Student Life, Athletics, Student Crisis/Management, Disability Services, Food Resources and Facility Coordination. This position established long and short-term fiscal and programmatic goals, participates in recruitment, selection and evaluation of faculty and staff, develops operating procedures and qualitative standards, identifies Federal and State grant opportunities, implements funding, and supervises the preparation of the division's budget and expenditures. The incumbent regularly interfaces with a variety of administrators, and representatives of advisory and interest groups to develop and maintain resources for effective program implementation. Supervision is exercised over department and program directors/chairpersons, faculty and staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Promotes current practices and procedures in student development within the context of the mission of the Community College;

Serves as an advocate for student concerns with faculty and staff;

Provides leadership to all areas of the Student Services Division particularly in the area of the development and implementation of programs that promote multi-cultural and racial understanding;

Coordinates division activities with other administrative units of the College in matters affecting students;

Participates in the planning and evaluation process of the Student Services Division;

Participates in the management of a staff development program for the Student Services Division and the College;

Oversees the management of specific functions within the Student Services Divisions as assigned by the Vice President and Dean of Student Personnel Services;

Manages College events under the supervision of the Student Services Division;

Chairs and/or serves on a variety of College committees and search committees;

Serves as the College official in administering the Policies and Procedures of Conduct and the Student Grievance Procedure;

Provides advice to faculty, staff and students regarding student rights and responsibilities as defined in WCC policies and procedures;

Works with Security staff in resolving student conflicts;

EXAMPLES OF WORK: (Cont'd)

Mediates disciplinary and grievance issues whenever possible; Forms Hearing Committee and serves as Hearing Officer in cases where necessary;

Provides intervention services for student conflict situations;

Advocates for students in resolving grievances;

Insures that appropriate cultural, social and educational events are planned in support of student development;

Provides counsel to the Student Senate and its Executive Committee;

Helps to plan and implement student leadership development events;

Directs the activities of the Student Services Division in the absence of the Vice-President and Dean of Student Personnel Services;

Designs and implements programs which foster student development;

Performs other related duties as assigned by the Vice President.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate Federal, State and local laws, rules, regulations, policies, and procedures related to administration of education and training programs; thorough knowledge of the principles and techniques of supervision and decision making; thorough knowledge of program development, implementation and evaluation; good knowledge of business and government; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify problems, formulate and implement solutions; ability to evaluate the performance of personnel; ability to establish and maintain effective professional relationships; leadership; sound professional judgment; integrity; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Master's Degree* and seven years experience in the planning and development of training programs, personnel administration, or human development including three years in an administrative/supervisory position.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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J.C.: Unclassified†
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Job Class Code: E0687
Job Group: XVI