



Position Description

Position: Dean, Students	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Vice President, Student Services	Salary Range: _____

General Description

The Dean of Students is the chief management officer of the Student Affairs Program. Under the direction of the Vice President of Student Services, the Dean of Students is the administrative leader responsible for the development, coordination, and supervision of the student affairs, student government, clubs, student discipline, international students, high school outreach, campus security, food services, bookstore and student health center programs of the District. Currently seven supervisors or coordinators report to this position. This is a 12-month academic management assignment.

Essential Duties and Responsibilities

- Provide leadership in the development and maintenance of excellence in student affairs and other assigned programs.
- Plan, organize and supervise the personnel and activities of student affairs, student government, student activities, student discipline, international students, high school outreach, campus security, food services, bookstore and student health center.
- Prepare annual goals, workload assignments and schedules, and serve as program liaison with other student services programs.
- Prepare and monitor budgets for all assigned programs.
- Supervise the preparation and implementation of the ASCC budget.
- Monitor the status of and authorize expenditures from the student affairs accounts served by the Student Business Office, including the ASCC expenditure accounts and Associated Students Organizations (clubs) accounts.
- Represent the college in the athletic conference and on COA athletic committees.
- Verify the eligibility of athletes for intercollegiate competition.
- Communicate college policy and administrative decisions to program staff and students and the needs of assigned programs to the administration.
- Administer the collective bargaining agreements among the District and the faculty and classified unions.
- Create an atmosphere of collegiality and support the goals of participatory governance.
- Cooperate with the Staff Diversity Officer, Title IX Coordinator, and ADA Coordinator(s) in the development and implementation of activities relevant to federal and state compliance.
- Participate as a member of the student services management team.
- Demonstrate leadership in long-range planning and program review activities, faculty and staff development activities, and program development.



Position Description

Minimum Qualifications

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students, **AND**
- Possession of a Master's degree, **AND**
- One year of formal training, internship, or leadership experience reasonably related to this management assignment.

Preferred Qualifications

- Leadership experience in student services programs at the post-secondary level.
- Evidence of qualification for a current Citrus College Faculty Service Area.
- Evidence of experience in planning, organizing and supervising comprehensive student programs to serve a diverse student body.
- Evidence of having served in the selection and evaluation of program personnel.