

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA CALIFORNIA

CLASS SPECIFICATION
Revised AUGUST 2023

DEAN OF STUDENT AFFAIRS JOB DESCRIPTION – ACADEMIC ADMINISTRATOR

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Student Services for the supervision and administration of all Student Affairs operations, activities, departments and programs; coordinates and directs communications, information, resources and personnel to meet the student support needs of the College; ensure comprehensive support pertaining to access, onboarding, and Guided Pathway activities; enhance the effectiveness of assigned departments, programs and strategies leading to equitable outcomes; supervises and evaluates assigned personnel; prepares and maintains required records and reports; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF STUDENT SERVICES

Overall supervision of the Office of Student Affairs, including supervision of the office, assigned staff and programs, including community and campus based outreach efforts, college preparation and college success programs such as, TRIO - Academic Talent Search, Student Support Services Programs, Veterans Upward Bound, Veterans Resource Centers, Affinity Groups/Cultural Centers, and Digital Dons Laptop Program; provide assistance, consultation and technical expertise in terms of student conduct, conflict resolution and student discipline, as needed; and review programs, services, activities and expenditures for compliance with applicable state and federal law, regulations and guidelines, District policy and 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 the discipline of department students, handling student personal, program-and staff-related grievances, problems, and complaints; resolving conflicts and reporting performance.

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 funding of programs, and related reports; seeks additional and alternative funding for programs and activities.

**DEAN OF STUDENT AFFAIRS
JOB DESCRIPTION – ACADEMIC ADMINISTRATOR (continued)**

PLANNING

Plans all programs under supervision, outreach and recruitment activities and events; responsible for preparation of schedules for work, events, courses, transportation services, and the delivery of 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 supervision of service area and District-wide committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the 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 delivery of adequate health care and legal services.

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.