

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
ASSISTANT DEAN/STUDENT SERVICES**

**GENERAL RESPONSIBILITIES**

Responsible to the supervising administrator for successfully developing and implementing a wide variety of student services programs which may include, but are not limited to, student development and assistance programs, matriculation services, and other programs areas, as assigned.

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF STUDENT SERVICES AND PROGRAMS**

Will counsel students with special problems and may coordinate student conduct in conjunction with the supervising administrator; assists faculty and staff with difficult student problems; reviews and updates college/district policies in relation to assigned program areas. Assists students, faculty, and staff throughout areas of primary responsibility with the preparation and monitoring of area budgets, of written planning, accountability, and evaluative reports. Assumes the leadership for developing related grant proposals relevant to areas of responsibility and the college overall.

**PERSONNEL**

Is responsible for, or effectively recommending the hire, transfer, assignment, training, professional development, evaluation and promotion of staff; administers collective bargaining agreements and all related personnel policies in compliance with District practice and policies.

**STUDENTS**

Responsible for handling student complaints and resolving conflicts regarding a student eligibility, acceptance, utilization of programs, and delivery of programs and services; and interprets and recommends policies and programs to address student needs in the area of responsibility.

**BUDGET/FUNDING**

Is responsible for accurate and timely preparation, submission and administration of budget for all assigned programs and functions; substantial responsibility for reporting and accountability in all assigned program areas, as well as for seeking additional or alternative funding to expand programs and services for students.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
ASSISTANT DEAN/STUDENT SERVICES (continued)**

**COMMUNITY RELATIONS/REPRESENTATION**

Must be highly motivated educational leader with the interest and ability to assume leadership in community institutions and support organizations to articulate, enhance, and improve college programs and services.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for advising, chairing, or supervising college/district committees and task forces, as appropriate and assigned.

**ESSENTIAL FUNCTIONS**

- A. Supervises all aspects of the planning, funding coordinating, staffing, delivery and evaluation of programs, activities and faculty and staff assigned in the 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, conflicts, and special needs to maximize performance and access to programs and services.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Must possess a master's degree and a minimum of one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; or a valid California Administrative or Supervisory Credential authorizing service at the community college level or equivalent.

**Preferred Additional Qualifications:** Possess the minimum qualifications to serve as a faculty member in the California Community Colleges.

**Required Skills:** Ability to be a sensitive and proactive leader, plan, measure, and evaluate programs, supervise staff, analyze and apply laws, rules and regulations involving programs, staff and students, prevent and resolve conflicts and problems, build consensus and organize programs and services to meet changing needs.

Date approved by the Board: 3/9/09