

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DEAN OF STUDENT DEVELOPMENT, SBVC

Under the general direction of the Vice President of Student Services, the Dean of Student Development is responsible for providing leadership and supervision to a diverse and comprehensive student services division charged with promoting and delivering programs and services that enhance student success, achievement, and retention. The Dean of Student Development has oversight for five primary functional areas: Admissions and Records, Financial Aid, Student Life, CalWORKs, and Outreach. Supervision and direction provided by the Dean is to ensure a vision and a plan for program development while providing the highest quality of service to the students.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Provides leadership, supervision and administrative direction to the Director of Admissions and Records, and oversees the admissions, records, and registration processes.
2. Provides leadership, supervision and administrative direction to the Director of Financial Aid, and oversees the acquisition, awarding, and disbursement of student financial aid.
3. Provides leadership, supervision and administrative direction to the Director of CalWORKs and oversees program implementation.
4. Provides leadership, supervision and administrative direction to the Student Life area and provides guidance and vision related to the Associated Student Body, Student Activities and Campus Center maintenance and programming.
5. Provides leadership, supervision and administrative direction to the Coordinator of College Outreach.
6. Prepares, monitors, and recommends a yearly budget for the Student Development Division to the Vice President of Student Services.
7. Provides input and assistance in the development and maintenance of Student Development Division information published on the College's web page.
8. Develops and generates statistical data and reports related to Student Development Division programs.
9. Works collaboratively with the Director of Institutional Research for the planning and implantation or research needed to effectively evaluate divisional programs and activities.
10. Partners with the Dean of Student Support to implement a coordinated response to the college's matriculation efforts including early alerts, probation letters, and dismissals. Collaborates on programs and initiatives designed to assist students in achieving their educational and career goals.
11. Coordinates the collection, filing and reporting of student and institutional data with the Dean of Student Support and the Director of Institutional Research.
12. Approves and monitors fiscal expenditures for all programs within the Division.
13. Promotes staff development workshops and in-service training within the Division.
14. Designs and implements accountability procedures for all programs, services, and activities within the Division.

15. Works cooperatively with the Dean of Student Support and the Vice President of Student Services to develop and monitor the student services strategic plan.
16. Works cooperatively with college staff, coordinators, managers, and administrators to achieve established goals and objectives for all programs within the Division.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Master's degree from an accredited institution of higher education
- Minimum of one years of increasingly responsible experience in the area of Student Support Services including administrative functions such as dean, department head, director, coordinator, or management intern.
- Experience that indicates a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

DESIRED QUALIFICATIONS

Three years of increasingly responsible experience in the area of Student Support Services including administrative functions such as dean, department head, director, coordinator, or management intern.

KNOWLEDGES AND ABILITIES

Knowledge

Knowledge of California Community College philosophy and mission; knowledge of Title 5 regulations and Education Codes related to California Community College student support services programs; knowledge of California Community College student support services programs; knowledge of management and supervision principles; knowledge of budgetary management; and knowledge of modern technology pertaining to student support services.

Ability

Ability to communicate effectively both orally and in writing; ability to work collaboratively with faculty, staff, and administrators; ability to supervise and direct staff; ability to manage the budget effectively; ability to work with students from diverse academic, cultural, ethnic, and socioeconomic backgrounds; ability to develop and maintain contacts with local schools and agencies; and ability to create and develop new programs related to student support services.

Board Approved: 6/20/2019

Range: 21