



Dean of Student Services, Counseling & Matriculation

Management Range: 21

Board Approved: 6/20/2019

P. 1|2

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the Vice President of Student Services, the Dean of Student Services, Counseling, and Matriculation is responsible for planning, organizing, and administering the operations of the division of Counseling and Matriculation and for supervising and evaluating the performance of academic and classified personnel. The following disciplines and service areas are within the Division of Counseling and Matriculation: counseling, transfer/articulation, assessment, Career Center, job placement and matriculation.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Establishes overall objectives and plans, initiates and participates in overall program planning; and communicates college policies and mission to assigned staff.
2. Supervises and coordinates assigned service and curriculum planning and development/utilizes available resources to develop new or revised services and curriculum; evaluates and recommends educational materials, equipment, and facilities.
3. Communicates and interprets program objectives and offerings to community organizations, students, staff, faculty, and others.
4. Assists in the recommendation of hiring new staff, evaluations and retention of assigned faculty and staff according to Governing Board policy; plans and coordinates orientation and in-service education for professional development of program faculty and staff.
5. Prepares counseling faculty syllabi and schedules; assigns academic and classified staff to work areas, hours and duties, orients and assists new personnel as needed.
6. Prepares budget and submits through appropriate channels for approval, monitors and controls assigned program-operating budgets, initiates special funding requests.
7. Administers and implements District rules, regulations, policies, and procedures, assists in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees.
8. Serves as a member of District, College, or other committees and task forces.
9. Participates in public information activities to promote and publicize educational programs; responds to inquiries regarding assigned areas.
10. Assists in preparing catalog/class schedule material as it pertains to assigned areas.
11. Prepares reports and makes presentations regarding assigned areas as necessary.
12. Performs other duties as assigned.



Dean of Student Services, Counseling & Matriculation

Management Range: 21

Board Approved: 6/20/2019

P. 2|2

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- California Community College philosophy and mission.
- Title 5 regulations and Education Codes related to community college counseling and matriculation programs.
- Management and supervision principles.
- Budgetary management.
- Modern technology pertaining to counseling, matriculation and student services programs.

Ability to:

- Communicate effectively both orally and in writing.
- Work collaboratively with faculty, staff and administrators.
- Supervise direct staff, manage the budget effectively.
- Work with students from diverse academic, cultural, ethnic and socioeconomic backgrounds.
- Create and maintain effective counseling and matriculation programs.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Master's degree from an accredited institution of higher education and at least three years of increasingly responsible experience in student services; including administrative functions.
- Demonstrated sensitivity to and understanding of the diverse academic, socio economic, cultural, disability, and ethnic backgrounds of community college students.