

## **ASSOCIATE DEAN, STUDENT SUCCESS AND EQUITY**

### **DEFINITION**

This position reports to the Vice President, Student Services, and has a primary assignment to assist the Student Services Division in developing, implementing, and evaluating specific initiatives, services, and programs as prescribed in the College's Student Success and Support Program (SSSP) Plan and the Student Equity Plan. For example, this position serves as the administrator overseeing specific existing equity programs, ensuring that the direction, mission, and services of the program, Student Services and of the college are appropriately implemented, evaluated and reported. The Associate Dean serves as the Student Services liaison with other District departments in the effective delivery of student success and support services initiatives to ensure that the college fulfills its responsibility in Student Equity and Student Success mandates. The Associate Dean will work with all groups across the campus to implement strategies to address disproportionality in educational success, especially for under-served students.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice President, Student Services. Exercises general direction and supervision over faculty, professional, technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is an Associate Dean classification that assists in overseeing, controlling, and directing all activities of the Student Services Division, including short- and long-term planning and development and administration of Divisional policies, procedures, and programs. This class provides assistance to the Vice President, Student Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Division with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the Division.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Serves as the primary point of contact in coordinating SSSP and Student Equity activities, implementation strategies and evaluation of outcomes within Student Services and between Student Services and Instruction, and other college divisions.
- Provides oversight and direction to specific programs and services established to address the disproportionality of particular groups of students.

- Liaisons with the Associate Dean, Instruction, in the development of strategies and an implementation plan related to the Student Equity goals per the Student Equity Plan.
- Serves as a resource to the college on equity and diversity issues and strategies.
- Provides timely updates and coordinates communication and information flow between key stakeholders working on Student Equity and SSSP plans, activities, programs, and services.
- Prepares detailed reports, based on disaggregated data regarding student participation in specific activities contained in the Student Equity Plan.
- Collaborates closely with the Research and Institutional Effectiveness department and the Professional Development department to plan, facilitate, and coordinate research and professional development strategies and activities.
- Provides direct administrative support and guidance in implementation efforts related to student success and student equity efforts through specific programs, services, and strategies
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommend transfers, reassignments, termination and disciplinary actions; coordinates subordinate work assignments and reviews work to assure compliance with established standards, requirements and procedures; assures employees' understanding of established requirements.
- Monitors project budgets to assure expenditures comply with established budgetary procedures; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with local and state regulations.
- Attends conducts and participates in a variety of meetings and committees as assigned; serves as a member of the Student Services Team; prepares and delivers oral presentations concerning specially funded projects; provide technical assistance regarding the operations issues and needs in Student Services.
- Meets regularly with the Vice Presidents of Instruction and Student Services and President's Cabinet to ensure that Student Equity and Student Success-related issues are an integral aspect of all institutional initiatives and strategic planning; reports on the summative and cumulative progress of all established efforts and initiatives, and advises and engages the Cabinet in strategies to meet goals and address issues.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner, organizes own work, sets priorities, and meets critical time deadlines.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Specific approaches, theories, and strategies to address disparities in student success and access to higher education for particular student groups.
- Research methods for use in measuring student success and progress of equity-based efforts.

- Unique professional development strategies related to equity, diversity, and inclusion.
- Cultural competency and universal design principles.
- Has experience in program review, outcomes evaluation, and research methodology in measuring student success factors and disproportionate impact.
- Has proven experience in implementing programmatic efforts targeted at under-represented and under-served student groups, especially those targeted in the College's Student Equity Plan.
- Operation of Student Services with particular experience in overseeing equity-focused services, such as those targeting specific groups of students who have been less successful academically.

### **Skills and Abilities to:**

- Communicate and problem solve with a diverse student population.
- Develop programs and interventions designed to address under-representation and enhance student success.
- Competent in accessing an enterprise student information system, using digital student information and electronic files, and database software.
- Work with all internal and external members of the college community, including students, staff, and faculty. Establish and maintain collaborative and productive relationships to facilitate institution-wide program planning in accordance with the mission, goals, and objectives of the College.
- Demonstrate excellent interpersonal, listening, oral, written and presentation skills. Skilled in the ability to articulate the importance of equity, diversity and student success goals to various campus constituencies.
- Operate a computer and assigned office equipment.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Master's degree from a regionally accredited college or university in Counseling, Student Development, Student Affairs, Educational Leadership, Education or other related field. The equivalent of three years of documented leadership experience working in the field of Student Services, Student Affairs or other educational program as a manager, supervisor, program director, or faculty coordinator/department chair **at the higher education level.**

**Has experience in program review, outcomes evaluation, and research methodology in measuring student success factors and disproportionate impact.**

### **Preferred Qualifications:**

- Has had documented, successful experiences in implementing equity-focused programs and student support services in a higher education setting.
- Has proven experience in implementing programmatic efforts targeted at under-represented and under-served student groups, especially those targeted in the College's Student Equity Plan.

- Evidence of leadership experience in in areas such as planning, development, budget management, evaluation, report writing, and supervision reasonably related to the administrative assignment
- Demonstrated ability to work effectively and cooperatively with diverse constituencies within a participatory governance environment.
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the student, community and employee populations.

### **Licenses and Certifications:**

- Possession of and ability to maintain a valid California Driver's License.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.