

# JOB DESCRIPTION



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**Position Title:** Douglas Campus Dean

**Division:** Academics

**Employment Category:** Exempt Staff

**Primary Location:** District-wide  
Based on the Douglas Campus

**FLSA Classification:** Exempt  
**Remote Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** EX17

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**Position Summary:** The Campus Dean serves as a member of the President's Council and is responsible for promoting Cochise College in the Douglas community and surrounding areas and for serving as the administrator of record for the Douglas Campus, for aligning campus activities, services, and programming with the college's mission, vision, values and goals, and for serving as a point of contact for external and internal stakeholders.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides oversight of efforts designed to strengthen the college's relationships with community-based organizations in the City of Douglas and surrounding communities, provides leadership for ensuring quality in all aspects of the college's functions on the Douglas Campus by serving as an administrative liaison to improve communications and efficient delivery of instruction and services; identifies unmet needs followed up with recommending and implementing programs and initiatives designed to better serve the educational and cultural needs of community residents

Provides leadership and oversight of the Douglas Campus, ensuring alignment with the college's mission, vision, values, and goals, in coordination with college leadership

Provides leadership and oversight for Student Support Services/TRiO program, campus events and activities

Oversees student success initiatives and activities including, but not limited to, residential and commuter students, international students, veterans, active military, student/athletes, and students with special needs, ensuring specific needs all campus populations throughout the district are met

Creates and implements retention programs; performs outreach to college community schools and school counselors; oversees orientation; consults with transfer institutions on student programs

Serves as liaison between faculty and students; assists students with issues and concerns; counsels and advises students

Serves as member of the college's president's council, contributing to the colleges strategic planning and budget development processes and providing oversight and contributions to the

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development, review, and updating of policies and procedures through the lens of the Douglas Campus community

Supervises department staff, including selection, orientation, and professional development activities, supervises staff essential to the delivery of quality student services; evaluates performance, resolves employment issues; and recommends personnel actions

Conducts community outreach; assesses community needs; develops and markets instructional program offerings; provides college information and educational opportunities to the community; responds to community needs, requests, and questions; acts as advocate and liaison for the community within the district

Formulates, implements and oversees the departmental budget; serves on position relevant state and national boards; represents the Douglas Campus and Students Success initiatives on college committees; participates in professional development opportunities staying informed of compliance requirements and best practices

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Master's degree in educational leadership, counseling or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years' progressive leadership or management experience, including at least three years' experience in a higher education setting, preferably in a community college environment

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

## **Knowledge, Skills and Abilities:**

Knowledge of college operational practices, policies and procedures, and the ability to follow them  
Knowledge of the proper operation of and the ability to use personal computers and job-related software, including Microsoft Office Suite and other job specific software

Knowledge of educational advising, tutoring and test administration, principles, practices, techniques and theory

Knowledge of student success services development and implementation

Knowledge of budget preparation, monitoring and administration

Knowledge of management practices and principles

Knowledge of student resources, referrals and services

Commitment to institutional, state, and national research regarding student success

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Understanding of current higher education issues, trends and future conversations  
Strong communication and interpersonal skills, and a high level of professional integrity  
Skill in preparing complex research projects and reports  
Skill in listening to issues, synthesizing information, and reaching sound conclusions  
Skill in presenting ideas and concepts orally and in writing  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public  
Ability to make difficult decisions in a timely, thoughtful, evidence-based manner  
Ability to think strategically and prioritize effectively  
Ability to organize, prioritize, and follow tasks through to completion with an attention to detail  
Ability to work independently in meeting various time deadlines  
Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to establish effective working relationships and work as part of a team

**Work Environment:** Work is primarily performed under limited supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. Travel is required. May require early morning, evening, and weekend work.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Executive Dean of Community Engagement

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.