

JOB DESCRIPTION



Position Title: 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

Position Summary: The Campus Dean serves as a member of the President’s Council and is responsible 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 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, Student Success instruction, and ESL programs, including course scheduling, faculty hiring and supervision, student issues and concerns, etc.

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

Supervises department faculty and 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

Oversees department chair for student success and ESL instruction in creating and maintaining semester schedules including classes, room and instructor assignments; monitors enrollment and prepares letters of appointment for adjunct faculty and faculty overloads; maintains the master textbook list; provides support to division faculty throughout the district

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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

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
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

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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 Vice President for Academics

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.