



JOB DESCRIPTION

POSITION TITLE:	Dean of Educational Support Services
DEPARTMENT:	Instructional Services
FLSA:	Exempt
REPORT TO:	Vice President of Instructional Services
POSITION SUMMARY:	Provides leadership and supervision for educational support services and specially funded programs; administers and supervises administrative computing function and services at the college; provides leadership in the coordination of institutional data.

ESSENTIAL JOB FUNCTIONS:

1. Supervising the day-to-day operation of Educational Support Services unit.
2. Assisting the Vice President of Instructional Services and the President of the institution in the development and implementation of strategies and institutional policies for the administrative affairs of the college.
3. Assisting in the development and implementation of a planning process for the college requisite with the fiscal and programmatic requirement of the institution.
4. Providing leadership and supervision for specially funded programs as identified by the institution.
5. Providing leadership and supervision in the design, development and implementation of computerized MIS, administrative and transactional systems of the institution.
6. Providing leadership, supervision and direction in institutional research activities of the college.
7. Assisting in the day-to-day operations of all Educational Support Services.
8. Providing oversight for Adult Education and One Stop Centers.
9. Participating in pertinent local, state, regional and national organizations.
10. Representing the college at community functions.
11. Serving as member of committees as assigned.
12. Supporting and implementing the mission of the college.
13. Serving on the President's Administrative and Extended Cabinets.
14. Performing other appropriately assigned job-related duties and responsibilities.

