



JOB DESCRIPTION

POSITION TITLE:	Dean of Students
DEPARTMENT:	Administrative
FLSA:	Exempt
REPORT TO:	Vice President for Administrative and Student Services
POSITION SUMMARY:	The Dean of Students is responsible for the overall management, organization, and implementation of student services, including but not limited to student recruitment, admissions, counseling and assessment, student financial services, and other areas related to the delivery of service to students.

ESSENTIAL JOB FUNCTIONS:

1. To implement and supervise policies, procedures and programs related to student services.
2. To supervise student admissions and records offices in the college.
3. To supervise and coordinate student recruitment and activities related to high school relations
4. To direct and coordinate the college's guidance and counseling programs including, academic vocational and personal.
5. To supervise the standardized testing programs for the college.
6. To work closely with the scholarship committee to develop guidelines and ensure compliance in granting students scholarships.
7. To provide guidance and assistance in the preparation of the Student Handbook and College Catalog.
8. To consult with faculty concerning the problems of individual students.
9. To provide leadership in the development and implementation of research pertaining to the Division of Student Services.
10. To work with appropriate faculty and staff in developing an effective in-service training program for Student Services.
11. To supervise the Student Financial Services for the campus.
12. To supervise and direct the Upward Bound and Student Support Services Programs on both campuses.
13. To prepare and regulate operational budgets for areas of responsibility
14. To implement and direct the registration process and procedures from orientation to admission. To plan the purchase and utilization of departmental supplies and equipment.
15. To serve as a member of the President's administrative cabinet providing input for the effective management of the college in general and to support the mission of the college.
16. To perform other job related duties as assigned by the Vice President for Administrative and Student Services and/or the President.