Associate Dean of Campus Life and Student Learning - MJC

Posting Details

Position Information

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Associate Dean of Campus Life and Student Learning - MJC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site</td>
<td>Modesto Junior College</td>
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<tr>
<td>Salary</td>
<td>$7,924 to $10,061 per month – Range 41 (Management Salary Schedule) Salary placement is determined per the YCCD Leadership Team Handbook procedure.</td>
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</tbody>
</table>

Benefits
Vision care and dental insurance premiums for the employee and dependents is District paid. Income protection and life insurance premiums for the employee are also District paid.

Position Summary Information

Scope of Assignment
Under general administrative direction, the Associate Dean of Campus Life and Student Learning provides vision, leadership, and overall direction for a comprehensive Campus Life and Student Development program and operations, including, but not limited to, Associated Students, Inter-club Council, student clubs, student organizations, student engagement, student life, student activities, co-curricular programs, student grievances/complaints and student conduct. The Associate Dean is responsible for fostering and promoting an inclusive campus community that promotes developmentally appropriate, active learning environments outside the classroom to meet the needs of a diverse student population. The Associate Dean is expected to develop strong partnerships within the campus community, across the District, and within the local community in support of co-curricular programs and activities that engage and advance student learning, student development and focus on student success. The Associate Dean investigates and adjudicates student grievances/complaints and student conduct violations as well as provides disciplinary counseling.

SUPERVISION RECEIVED AND EXERCISED
Receives general administrative direction from the Vice President of Student Services or designated Dean.
Exercises direct functional and technical supervision of a variety of staff including student employees.

May exercise direct functional and technical supervision of faculty assigned to the area.

**EDUCATION:**

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Education: Possession of a Master’s Degree in any field from an accredited institution AND one year of successful experience in field related to the administrative assignment

Experience: Demonstrated two (2) years of experience in educational leadership and administration.

**Knowledge of:**

- A thorough understanding of student development, leadership and learning theories, best practices, and organizational management.
- Principles and practices of event and risk management, principles of student discipline, legal aspects of higher education and team development strategies.
- Knowledge of California Community College philosophy and mission.
- Title 5 regulations and Education Codes related to student organizations, behavior and fees.
- Principles and practices of student government.
- Principles of group dynamics and intermediate leadership development training.
- Knowledge of and experience in compliance areas such as, but not limited to, student conduct, FERPA, Title IX, Clery, VAWA, Campus SaVE Act, Senate Bill 1456 (Student Success Act of 2012), Student Success and Support Program, Student Equity, and other related student success initiatives and/or relative legislation.
- Budget preparation and control.
- Student activities and services at the college.
- Record keeping and report preparation techniques to ensure information is accurately presented and reported.

**Ability to:**

- Oversee and participate in the management of a comprehensive student life program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.
- Plan, organize, direct, coordinate, and evaluate assigned programs.
- Plan, schedule, and review the work of assigned staff.
• Advise and direct students in various organizational activities.
• Provide leadership and advisement to Associated Student officers and senators.
• Instruct leadership classes and workshops.
• Create new campus life programs and activities in collaboration with student leaders.
• Analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals.
• Research, analyze, and evaluate new service delivery methods and techniques.
• Prepare clear and concise administrative and financial reports.
• Participate in the preparation, administration, and monitoring of budgets.
• Interpret and apply federal, state, and local policies, laws, and regulations.
• Work effectively under pressure, meet deadlines, and adjust to changing priorities.
• Demonstrate sensitivity to and an understanding of the diverse academic socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical or learning disabilities.
• Communicate clearly and concisely, both orally and in writing to diverse populations, students, faculty, staff and the general public in a friendly, courteous, respectful and professional manner.
• Strong interpersonal skills to facilitate cross-cultural dialogue and communication among diverse constituencies both within and outside the college.
• Establish and maintain effective working relationships with students, faculty, staff and members of the community.

**Desirable Qualifications**

• Exceptional organizational skills and problem solving abilities, with an ability to prioritize and manage multiple tasks and projects simultaneously.
• Excellent customer service skills; including establishing, building, and maintaining internal/external customer satisfaction.
• Sound professional judgement, ethics, integrity, and a commitment to the importance of collaboration.
• Passion and commitment to working for, and with, students, faculty, and staff.
• Develop, plan, implement, coordinate and evaluate co-curricular student activities, events and programs designed for the social, cultural and instructional development of students, which provide a welcoming campus environment and which support student recruitment, retention and the successful achievement of academic and career goals.
• Coordinate the production and distribution of event calendars and assist in the overall implementation of the activities. Coordinate various special events including student conferences, recognition dinners, awards ceremonies, commencement and all related components.
• In alignment with the campus vision, mission, and strategic plan, foster and
promote student development and success in collaboration with faculty, staff, students, and administration. This includes working collaboratively with other members of the campus community, especially in areas of recruitment, orientation, retention, college publicity, fundraising, alumni engagement, student support operations, and student/alumni career development.

- Annually review and revise student handbook(s) and other publications targeted towards students, and ensures they are updated in compliance with board policy, administrative procedure, and other applicable guidelines; and conduct training.
- Advise and coordinate on-going operation of the student government association. Serve as a liaison between student government and administration, faculty, and staff; attend student senate meetings and executive officer meetings.
- Provide mentoring, leadership training, leadership support, advice, and guidance for students. This includes coordinating the development of curriculum and provision of instruction for leadership development workshop(s) modules/seminars/course(s) for students which may include, but is not limited to, such topics as parliamentary procedure, conflict resolution, time management, goal setting, problem solving, etc.
- Coordinate service learning opportunities as well as student volunteerism opportunities.
- Educate students, faculty, and staff on the College’s Standards of Student Conduct and expectations for behavior.
- Oversee the development and administration of the student government association and activities program budget. This includes the forecast of funds for staffing, equipment, materials, and/or supplies; ensuring that program expenditures and cost estimates are adequately recorded and monitored; reviewing and approving program expenditures; implementing adjustments; and training officers to follow approved budgetary and operational procedures.
- Provide an active program of student clubs and organizations by promoting opportunities available and exercise oversight of the sanctioning approval of student clubs and organizations; identify faculty and staff members to serve as club advisors.
- Submit strategic, operational plans and assessments on an annual basis, which articulate an overall vision for the student experience outside the classroom. Develop and implement program goals, objectives, policies, and priorities, including student and program learning outcomes. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels. Provide data and information for student learning outcomes, program review, annual program reports, and strategic initiatives.
- Research opportunities for grant proposals; prepare or assist in preparing grants, as necessary.
- Participate in the selection, training, motivation, and evaluation of assigned
personnel in accordance with collective bargaining agreements and board policies and regulations. Develop and implement professional development initiatives related to student success, student development, and student engagement.

**Licenses and Certificates**

Possession of valid California Motor Vehicle Operator’s License may be required.

**Desirable Professional Characteristics**

- Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- Lifting: occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

How to Apply: The Yosemite Community College District requires that all applications be submitted online. To apply, please go to www.yosemite.edu and scroll to Human Resources and click the link. On the “Welcome to the Office of Human Resources” page, use the link on the left margin that reads “Recruitment/Employment Opportunities.”

**Physical and Mental Standards**

Appointment Information:

In accordance with Board Policy, official offers of employment will be made by Chancellor or designee. Final appointment is subject to confirmation by the Board of Trustees.

Reference – Background Check:

A background investigation of new employees is required; including reference checks and a fingerprint based criminal history background check. The cost for the criminal history background check will be the responsibility of the successful candidate.

YCCD is an Equal Opportunity Employer

**Posting Detail Information**

**Open Date** 06/16/2015
Close Date 07/14/2015
Open Until Filled No
Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you a U.S. Citizen?
   - Yes
   - No

2. * If you are not a U.S. citizen, are you legally authorized to work in the U.S.?
   - Yes
   - No
   - I am a U.S. citizen question does not apply

3. * Are any of your near relatives (child, parent, spouse or domestic partner, sibling, or in-laws or step-relatives in the relationships listed) currently employed by YCCD? Response of YES or NO is required in the area provided. NOTE: If yes, it is required that you provide the person or persons name/s and their position title in the area below as well.

   (Open Ended Question)

Applicant Documents

Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter
3. Unofficial Transcript
4. List of Professional References

Optional Documents

1. Other

Guest User
There is no guest user set up for this posting.

Ranking Criteria