

# management position

Position: 3461-m-01-9

Opening Date: September 29, 2008

Closing Date: October 31, 2008



## Dean, Student Services

### College of the Sequoias

915 S. Mooney Blvd.

Visalia, CA 93277-2214

(559) 730-3867

Full-time, 12-month, Management Position

7:45 a.m.— 4:45 p.m., Monday through Friday

Web Site: [www.cos.edu](http://www.cos.edu)

### Description of Position

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Under the direction of the Vice President, Student Services, the Dean will provide leadership, direction and administrative responsibility to a diverse and comprehensive Student Service division charged with promoting and delivering programs and services that enhance student success. The Dean of Student Services will also serve as the Financial Aid Director. Areas of responsibility include:

- Admissions & Records
- Campus Police
- Disability Resource Center
- EOP&S
- CalWorks
- Student Health Center
- TRIO Program
- Financial Aid
- Student Discipline/Grievances
- Hanford Student Services Coordination

### Minimum Qualifications

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#### ***Education and Experience***

Any combination equivalent to:

- Master's degree from an accredited institution **and**
  - Two years of management experience.
- (Experience managing a student service program is highly desirable).
- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

### Licenses and Other Requirements

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- Valid driver's license.
- An incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed in this classification by the College of the Sequoias.

### Representative Duties

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- Provide leadership, supervision and administrative direction to all functional areas of responsibility.
- Manage, direct and evaluate the work of assigned managers, academic and classified support staff; recommend for employment, direct the assignment of, and direct the evaluation of all assigned Student Services staff.
- Prepare, monitor, and recommend an annual budget for assigned Student Services components of the college and approve and monitor fiscal expenditures for all programs within the areas of responsibility.
- Review and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve the operations and programs of Student Services.
- Work cooperatively with college staff, coordinators, managers and administrators to achieve established goals and objectives for all programs within the Division.
- Develop and generate statistical data and reports related to Student Services programs.
- Develop and coordinate additional student services at off-campus locations.
- Represent the division concerns and needs to the Vice President.

– Turn Page

## Screening Procedure

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- Interpret College policy and administrative decisions to those employees under your supervision.
- Provide leadership and direction for a staff development program for management, classified and certificated personnel in the Student Service area.
- Work in collaboration with Dean of Counseling and Matriculation and Program Directors on matters pertaining to certificated personnel.
- Direct and participate in the preparation of grant proposals for external funding.
- Prepare and present governing board matters, reports, and action items related to areas of responsibility.
- Coordinate program review and program planning for areas of responsibility; participate in and support the accreditation process.
- Represent the college in District and State-level activities related to Student Service Operations.
- Administer the Student Code of Conduct due process and student discipline; adjudicate a student appeals and grievances.
- Interpret and perform assignments in compliance with pertinent federal, state and local laws, and contractual eligibility regulations for each Student Services program.
- Chair and provide leadership to the Customer Service Committee; establish work standards and ensure good customer service is provided by all unit staff members; facilitate staff training in customer service, team building, conflict resolution, communication skills and other areas relative to the functions of student services.
- Ensure integration of Admissions and Records and Financial Aid departments with all other student services and academic programs to address and meet student needs.
- Chair or serve on various college committees and participate in professional organizations as appropriate; act as Evening Administrator as assigned.
- Assume other duties normally associated with management.

## Employment Information

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- Salary is at Range M-30 (\$92,823 - \$137,143 annually).
- Annual salary increase (Steps A through I).
- 12-month probationary period.
- District-paid medical/dental/vision insurance program for employee and dependents.
- Employee life insurance (\$100,000) is provided.

**Only complete** application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

## Application Procedure

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Applicants **must** submit the following materials which must be received by Human Resource Services on or before the application deadline,

October 31, 2008 by 4:30 p.m.

- Completed COS administrative application form
- Diversity statement (included in application packet)
- Cover letter
- Resume
- Statement (1000 to 1500 words) which discusses your interest in this position and addresses your competence in 5 of the areas of responsibility listed under the Description of Position.
- Unofficial copies of transcripts of college/university work. Official transcripts are required for employment.
- Two (2) recent letters of recommendation addressing pertinent experience or equivalent competencies.

Send to:

**Human Resource Services**

**Linda Reis**

(559) 730-3867

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**Note:** Incomplete application packages will **not** be forwarded to the selection committee for consideration in the hiring process. All documents received become the property of the District and will not be returned. Human Resource Services will **not** copy any of the materials submitted for the applicant.

## Notice to all Candidates for Employment

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The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens.

College of the Sequoias is an Equal Employment Opportunity Employer, committed to equal opportunity and treatment in all aspects of its relations with faculty, students and staff members, without regard to race, color, national and ethnic origin, sex, sexual orientation, marital status, religion, age or handicap.