

DEAN, ENROLLMENT SERVICES AND PATHWAYS

DEFINITION:

Under general direction of the Executive Vice President of Educational Programs and Services, the Dean provides administrative direction and equity-minded leadership for departments, programs, services, and staff in the areas of Counseling, Career and Transfer Center, Hollister Site, Outreach, Puente, Student Conduct, Welcome Center, Associated Students of Gavilan College (ASGC), and other assigned departments. The position leads a talented group of staff and actively collaborates within a distributed leadership Deans' model. The Dean will provide direction and oversight to administrators, faculty, professional support staff and student workers.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Demonstrate effectiveness in serving students from first and 1.5-generation and/or historically underrepresented groups as they pursue their academic goals.
- Assist Gavilan College in efforts to increase student success through the development and implementation of equity-minded best practices and programs
- Plans, directs, manages, supervises, oversees, and coordinates the onboarding and enrollment functions of the College.
- Ensures the integrity of all policies, procedures, and programs and works to support the college as a whole within a Guided Pathways framework.
- Coordinates assigned activities with other district departments, divisions, and outside agencies and provides highly responsible and complex administrative support to the Executive Vice President, Educational Programs and Services.
- Works collaboratively with other Deans and administrative leadership.
- Works closely with all college constituencies in efforts to enhance student services in the assigned departments and functional areas.
- Plans, implements and administers goals and objectives and ensures development of policies and procedures related to programs and services in assigned departments and functional areas.
- Provides support and leadership planning, goal setting, and implementation of enrollment management, registration, records management and the awarding of degrees and certificates.
- Provides general oversight and supervision for staff in directly assigned departments and functional managers.
- Allocates personnel and resources to optimize departmental efficiency and effectiveness.
- Consults with District Information Technology Services and participates in the development and enhancement of specialized automated systems; maintains current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provides major input to long-range technology planning decisions.
- Develops and presents reports and recommendations for a variety of programs and projects,

and integrates the functions of the division in a manner that is responsive to student needs, the campus and the community.

- Ensures that state and federal regulations are implemented in policies and anticipates legal ramifications, including but not limited to, security, privacy, and identity theft, and fraud.
- Collaborates in the implementation of interfaces with student information systems.
- Implements strategies and processes to perform and assess outcomes measures for programs and services; makes recommendations for improvements based on assessment through the program review process.
- Provides effective management of the College fiscal resources including fiscal responsibility for assigned budgets and overall supervisory authority for the budget process in the division.
- Represents the college at community and external organization functions.
- Facilitate, in coordination with instruction, the articulation of college instructional programs with district area high schools, local, state, and federal agencies, four-year institutions, and community-based agencies, including business and industry.
- Oversees the process for conferring degrees, certificates, and transfer.
- Provides leadership in working with counselors, administrators, and staff to develop and assess outcomes as they relate to student support services and programs.
- Determines needs for outreach and on-boarding new students, particularly for traditionally underrepresented student populations.
- Assists College programs to address issues related to accreditation, and complete program review for enhancement of programs related to student success.
- Ensure compliance with the College's board policies and administrative procedures, especially related to discipline and dismissal.
- Monitor compliance with state and federal regulations.
- Serve as evening administrator and perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Higher education in community colleges, including the mission of the California Community Colleges.
- Participatory governance within the California Community College System.
- Local, state, and federal laws governing programs and services.
- Principles and pillars of Guided Pathways.
- Federal and State laws and regulations, including Title 5, Title IV and Title IX and FERPA-related compliance.
- Evaluation procedures for staff and faculty.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Computer and related technologies for student services and information management.

Skill in/Ability to:

- Thrive in a dynamic environment.
- Plan, organize, develop, and evaluate the programs, activities, and support services of College programs.
- Communicate effectively in both oral and in written communication.
- Work effectively with students, faculty, and staff from diverse backgrounds, in order to promote equal access and equity-mindedness to all divisional programs.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Maintain current knowledge of state and federal rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt effective courses of action.
- Meet schedules and deadlines and plan and organize workflow effectively.
- Work cooperatively with and coordinate projects with other administrators and staff, in order to offer effective services to students.
- Lead with integrity, transparency, and collegiality with a focus on improving student outcomes and completion.

Other Requirements:

Must possess and maintain a valid California driver's license.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Master's Degree from an accredited college or university and at least one year of leadership as an administrator, faculty project director, and/or faculty chair is required. Demonstration of successful college leadership in a student services area or counseling experience is desirable.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds. This work is performed indoors in a typical office environment.

