

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Dean, Matriculation & Student Development	Management Team Educational Administrator	Range: 14.0 DEAN I	Days: 224

JOB DESCRIPTION:

Under general direction, has principal managerial responsibility for the District's Matriculation program, Assessment Services, Student Services technology development, student equity, and related special projects.

SCOPE:

The Dean, Matriculation & Student Development, under the general direction of the Vice President, Student Services, has major responsibility for interpretation and implementation of Matriculation policies and procedures, including selection and evaluation of staff, program budget development and monitoring, and development and monitoring the District's Matriculation Plan. This position has responsibility for district-wide assessment services, ensuring conformance to all applicable Title 5, Education Code, and District Policies. Additionally, the Dean coordinates and acts as the Student Services component liaison with other college departments, (i.e., Computing Services, Academic Computing, and technology committees) in regard to all aspects of technology development and implementation for the component. District-wide student equity planning and direction of special projects that support student equity goals are related responsibilities.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Coordinates the development, implementation, modification and evaluation of computer technology for the component of Student Services.
2. Manages and supervises district-wide Assessment Services in support of the campus instructional and counseling departments, as well as associated student service functions.
3. Plans, organizes and supervises the General Education Diploma (GED) Test Center as the Chief Test Examiner.
4. Interprets, supervises and implements all Board Policies, pertinent requirements of Title 5 and Education Code that affect Matriculation practices of the District to ensure compliance; provides leadership in preparing for Accreditation, the Matriculation Program Review and data reporting.
5. Serves on standing and ad hoc committees as required.
6. Works closely with other college administrators to plan and coordinate matriculation and assessment goals and services, including off-campus sites.
7. Develops and monitors budgets, including the District and categorical funds in areas of responsibility.
8. Assists with the recruitment, selection and evaluation of classified staff in area.
9. Coordinates appropriate Student Services component evaluative methodology, research, statistical reports, and other outcome measurements to assess effectiveness, accomplishments, future needs, and consultation with institutional planning.

DEAN, MATRICULATION & STUDENT DEVELOPMENT

10. Develops and coordinates the district-wide Student Equity Plan, in collaboration with Academic Affairs and consultation with faculty and staff leadership.
11. Prepares grant proposals and administers special projects that support the student access and retention goals of the district.
12. Represents the District in local, regional and statewide meetings and committees.
13. Performs other duties as assigned by the Vice President, Student Services.

KNOWLEDGE OF:

1. California Matriculation guidelines and regulations.
2. Assessment techniques and education research methodology.
3. Program review and service area evaluation process.
4. California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the matriculation and assessment operations of the District.
5. Management practices and principles required to supervise faculty, classified staff and student employees.
6. Evaluation and statistical methodology necessary for statistical research and reports.
7. Trends in computer technology and practices as it relates to Student Services.
8. Grant proposal writing and special funding resources.

ABILITY TO:

1. Successfully represent the District by communicating both verbally and in writing to large groups of students, faculty and the public.
2. Prepare analytical reports, proposals and other written plans for the District, Board of Trustees, Chancellor's Office and other outside agencies.
3. Lead, manage and instruct various personnel in order to accomplish the established goals of the department.
4. Plan and organize large, complex tasks.
5. Relate effectively with a wide diversity of students, faculty, staff and community members.
6. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
7. Understand, communicate, and enforce regulations effectively.
8. Demonstrate sensitivity to, and respect for, a diverse population.

DEAN, MATRICULATION & STUDENT DEVELOPMENT

QUALIFICATIONS:

Education:

Master's Degree required or the equivalent, and the ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

Preferred Qualifications:

Community College teaching and/or Counseling experience preferred.

SUPERVISION RECEIVED:

The Dean, Matriculation & Student Development reports to the Vice President, Student Services.

SUPERVISION EXERCISED:

Under the general direction of the Vice President, Student Services, the Dean, Matriculation & Student Development has the authority to implement college policy, to interpret all legal and administrative provisions that apply to areas of assigned responsibility and to act in behalf of the Vice President, Student Services.

The Dean, Matriculation & Student Development provides direct management of the department's activities including supervision of the classified staff, faculty, STNC's and student employees.

Board Approved: 02/12/02
Human Resources/Revised 4/06