

Dean of Student Success and Counseling
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Dean of Student Success and Counseling provides leadership to a comprehensive array of academic advising and educational services designed to ensure student success. These include the guided pathways initiative, counseling and academic advising, education planning, placement, articulation services, transfer center, student academic support services (tutoring, supplemental instruction, etc.) and other retention and technology based student success programs for the college.

The Dean is required to have extensive collaborative and cooperative relationships with academic and student services departments to contribute to the efforts in educating, serving and retaining students from culturally diverse backgrounds including adult learners.

The position reports to the Vice President for Student Affairs. This assignment may include evening and/or weekend work hours.

Examples of Duties

1. Facilitate and support students' educational success through the provision of student-centered educational services as listed below. Plans, implements and evaluates short and long-range strategies, goals and objectives in the following areas:
 - a. Counseling and Academic Advising, including student education planning, and other counseling services, with a focus on optimizing the use of technology as a student guidance and success tool;
 - b. Placement and Testing: Assessment and placement systems and activities that are innovative and integrated with orientation and educational plan development;
 - c. Academic Support Services, including Tutoring, Supplemental Instruction, etc.
 - d. Career Services, including selection of majors, internship programs, jobs development;
 - e. Orientation and/or First Year Programs: Champions visionary orientation programs that includes purposeful contacts with students through comprehensive and innovative student success coursework delivered in a variety of formats

- f. Early Alert & Intervention system, designed to identify students experiencing difficulty, efficiently and effectively connect them with appropriate resources, and reduce the numbers of students placed on academic probation/suspension;
 - g. Recruitment, outreach activities, and open house, in collaboration with the Outreach department
 - h. International Student Programs
 - i. Transfer Center
 - j. Articulation
 - k. Online student services and technological solutions that enhance communications with students, boost student retention and ensure student recruitment.
 - l. Other post admission student success initiatives and retention services for populations most at risk
2. Supervise and coordinate department planning and operations; fiscal and personnel management, including hiring and assignment of counselors and support staff; supervision, development and evaluation of all staff; development and management of budgets; etc. Develop, implement, and monitor the annual plans and budgets including establishing goals and activities and evaluating program outcomes for all programs supervised.
3. Review, assess and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve outcomes, operations and programs within areas of responsibility. Develop and generate statistical data and reports and ensure data-centric decision making. Assist in the design and assessment of institutional research focusing on student outcomes. Assess student needs and provide support services to respond to those needs.
4. Work closely with faculty chairs, Student services directors, faculty deans, and other appropriate staff in support of student success and learning.
5. Serves as an advocate for the use of technology to deliver services to students, while reserving human resources to provide personal assistance and developmental activities for students. Provides leadership to the college community with the implementation of the provisions of the Student Success Act as outlined above.
6. Assist the Vice President of Student Affairs, to accomplish the mission and goals of the college, division, and related areas. Works closely with him/her to gather, interpret and present data on students, student progress, and student success indicators in order to enhance instructional effectiveness and support enrollment management efforts.
7. Represent the Counseling department on campus committees and at district,

Minimum Qualifications

- Master's degree from an accredited college/university, preferably in counseling, educational management, or related field.
- Five years of full-time experience with progressively increasing responsibilities demonstrating integrative leadership for academic advising, counseling, or administration in departments closely related to areas of Dean's responsibilities.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Demonstrated leadership in developing and providing services for first generation, low-income and at-risk, and enabling student success for underserved, at-risk students.
- Experience with the implementation of and maintenance of administrative computing software, preferably BANNER, Hobsons|Starfish, or DegreeWorks.

Knowledge and Abilities

Knowledge of:

- State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents) including:
 - Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
 - Pertinent sections of California Education Code.
 - Americans with Disabilities Act (ADA) compliance regulations.
 - California State Chancellor's Office (Systems Office) legal opinions and advisories.
 - Federal regulations pertaining to the Family Educational Rights and Protection Act.
 - BANNER Student Module applications.
 - Microsoft Office Word/Excel.
 - Board Policies and Administration Procedures.
 - Articulation agreements with other colleges/universities.
- Principles of student development administration at the community college level; leadership and management principles and techniques.
- The mission of the California Community College; community college and instructional programs, regulations and policies; principles of employer employee relations; and principles in the administration of personnel services.
- Computer operations/data processing systems.
- Accounting, budgeting and fiscal reporting.

Ability to:

- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving in an environment of shared governance
- Lead and facilitate the practical use of computer and instructional technology to facilitate and support student services and staff productivity;
- Use effective written communication, including reporting and funding proposal reports, etc.
- Effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Apply legal and policy provisions to various problems consistently and correctly.
- Establish and maintain cooperative and helping working relations with students, staff and community agencies to meet the needs of students with disabilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued):

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

5/14/2018