



## **JOB TITLE: DEAN OF COUNSELING AND STUDENT SUCCESS**

Classification: Academic Administrator  
Salary Range: 16

Retirement Type: STRS\*  
Revised/Board Approved: July 17, 2017

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### **BASIC FUNCTION:**

Under the direction of the Vice President of Student Services, plan, organize, control and direct the operations and activities of the functions and programs within the Counseling and Student Success division; provide leadership to student support activities and services across campus; evaluate the effectiveness of the division's and college's student support activities, and recommend methods for continuous improvement.

### **REPRESENTATIVE DUTIES:**

Provide leadership to the counseling and student services functions within the division which may include, but not be limited to, counseling, articulation, Transfer Center, Career Center, and Student Success and Support Services.

Provide leadership for the development, evaluation and continuous improvement of necessary programs services and processes designed to assure student completion of assessment, orientation, abbreviated and comprehensive educational plans; intervention for at-risk students; retention, persistence, and success of students as identified in the College's Strategic Plan.

In collaboration with campus leadership, coordinate programs and strategies as outlined in the College's Student Success and Support Program, Student Equity and Basic Skills Initiative Plans.

Assure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions, and promote such an environment across campus.

Maintain knowledge of new developments and innovative counseling and student services practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.

Cooperate and support college administrators and faculty on a wide range of activities including those related to enrollment management, curriculum planning, pre-and co-requisite policies and procedures, student equity, retention and persistence.

Work cooperatively with other administrators and supervisors to coordinate programs and services across the college and at all locations to meet student needs; resolve conflicts and issues within the Division and between divisions.

Participate in strategic planning for the college, the Student Services area, and the Counseling and Student Success division; collaborate with faculty and staff in setting division priorities, both short-term and long-range.

Advance institutional effectiveness measures by ensuring that Service Area Outcomes (SAOs) are written and assessed; all program review and annual planning documents are completed in a timely manner utilizing appropriate metrics.

Be an involved participant on the Student Services management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

Attend, participate in and represent El Camino College on relevant statewide and regional organizations and committees as appropriate; provide planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.

Regularly analyze division staffing needs, lead the division in its faculty and staff prioritization process and make recommendations to the Vice President of Student Services; hire, supervise and evaluate assigned faculty and staff and provide for appropriate staff development; assure compliance with the District's personnel policies, procedures and practices.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Requires a Master's degree in counseling, psychology, educational or career counseling, or related discipline; three years' experience in counseling students in educational and career planning; and at least one year of experience in program administration or coordination.

Must have sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural and ethnic backgrounds.

\*Equivalency to be determined by the El Camino Community College District Board Policy pertaining to "Equivalence to the Minimum Qualifications".

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Higher education in community colleges, including the mission of the California Community Colleges.

Student Success and Support Program and Student Equity regulations and implementation strategies.

Principles, practices and techniques involved in development, implementation, and evaluation of student services programs, services, plans, goals, and objectives.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.

Technological advancements and their application to counseling and student services.

Development, implementation and monitoring of budget; resource development.

Effective collaboration, communication, and consensus-building techniques.

Principles and practices of management, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and procedures.

Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.

Oral and written communication skills.

Abilities/Skills:

Present a positive image of the college.

Communicate with a wide range and level of students, public and college employees.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.

Analyze situations accurately and adopt an effective course of action.

Develop appropriate metrics to evaluate division programs and functions; participate in program review and Service Area Outcome assessments and make recommendations for continuous quality improvement.

Assist in the development of grant or special project applications.

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

Communicate effectively in writing and orally, develop written reports, and deliver oral presentations.

Licenses or Other Requirements:

Valid California driver's license.

**WORKING CONDITIONS:**

Required to drive to offsite locations.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Lift up to 25 lbs.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.