



DEAN, STUDENT AFFAIRS AND ACTIVITIES

DEPARTMENT: Student Activities

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - J](#)

POSITION PURPOSE:

Reporting to the Vice President, Student Development and Instruction, provide a supportive campus environment for students to attend classes and succeed in their career. Coordinates all the College's campus life programs and student activities to ensure high quality student services and activities that enhance and support the educational experience of students. Provides administrative leadership, oversight and support to student affairs and activities

NATURE and SCOPE:

The Dean of Student Affairs and Activities supervises the following personnel: Student Activities Director, Student Activities Supervisor, Staff Assistant, Student Accounts Specialist, Volunteer Center Coordinator and Intramural Program Coordinator.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provides leadership, oversight, and support for faculty, staff and student leaders, encouraging them to develop, organize, maintain or improve, and account for student services and activities.
2. Serves as the Co-Chair of the STORM Council, creating coordinated campus efforts for identifying, meeting and exceeding Student Equity, Transfer, Outreach, Retention, and Matriculation goals.
3. Provides leadership especially in the formulation, implementation, and evaluation of Retention goals.
4. Provides leadership, oversight and support for faculty and staff providing a daily program of child care services for income eligible students, including eligibility determination, registration, compliance with Title V mandates and regulations, record keeping, and reporting.
5. Responsible for allocation of resources and expenditures, fiscal and contract compliance and program quality.
6. Represents the Dean of Instruction and Student Affairs at student activities and functions on the campus and in the community.
7. Directly supervises non-teaching faculty who provides health services, psychological services, student activities, and childcare services.
8. Plans, provides leadership for, and supports programs, services, and facilities in the Campus Center.
9. Interfaces, collaborates and coordinates with colleagues within the college and district, and with agencies and organizations at the state and county level.
10. Advises, informs, and mediates in regard to the daily needs of students, faculty, and staff. Supervises performance of faculty and staff. Monitors student performance. Responsibility for crisis management.
11. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Knowledge of Education Code, federal and state regulations.
2. CA Education Code, Funding Terms and Conditions of the CA Dept. of Education, Child Development Division, Title 5.
3. OSHA, Blood borne Pathogens, Universal Precautions procedures.
4. Preference for knowledge of the community college.
5. Familiarity with College procedures.
6. A grasp of student needs and institutional limitations and parameters and how to reconcile the differences.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Supervisory and administrative experience.
3. Good human relations and communication skills
4. Understanding, appreciation, and experience for counseling.

Education and Experience:

1. Master's degree in a related field.
2. One year of administrative experience, formal training, internship or leadership in any related field.

Preferred Qualifications:

1. Experience as a teacher of adult learners and curriculum development, child development or related field.
2. Leadership and management training and experience.
3. Experience with parent education and parent support programs.
4. Experience of audit expectations related to Association Student fees and budgets, and other categorical funds.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2010

Ed Code: H-10

Creditable Service: PERS