



DEAN, STUDENT AFFAIRS AND ACTIVITIES

DEPARTMENT: Student Activities

COLLEGE: Foothill

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

POSITION PURPOSE:

Under the direction of and reporting to the Vice President of Student Services, the Dean of Students is primarily responsible for the leadership, management, and supervision of the Student Affairs and Activities Division as well as the Campus Center. The Dean is charged with managing assigned student services programs, including but not limited to Student Activities, Student Leadership Development, Service Learning, Associated Students of Foothill College (ASFC), Community Ambassador Program (CAP) and the Smart Shop and Design Center. The Dean of Students also oversees the contracts for Food Services and Health Services. The Dean of Students is the Chief Judicial Officer for the college and chairs the Behavioral Evaluation Strategies Team (BEST).

NATURE and SCOPE:

The Dean of Student Affairs and Activities is the administrator over Student Activities, student government, student accounts, the campus center including food services, and the annual commencement ceremony. The dean also is the administrator over discipline and due process, to help ensure a safe and non-hostile campus environment.

The Dean of Student Affairs and Activities supervises the following personnel: Student Activities Director, Accountant, Executive Assistant, Program Coordinator, Office Coordinator and an Administrative Assistant.

KEY DUTIES and RESPONSIBILITIES:

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

1. Oversees the day-to-day operation of the Student Affairs and Activities Division and the Campus Center.
2. Hires, trains, supervises and evaluates division faculty, classified staff and management personnel.
3. Serves as the Chief Judicial Officer for the college. Administers the Student Code of Conduct, due process, and student discipline.
4. Serves on the Academic Integrity Committee.
5. Chairs the Behavioral Evaluation Strategies Team (BEST).
6. Serves as the Title 5 Officer, the Deputy Title IX Coordinator, and the Grievance Officer for the college.
7. Responsible for developing programs and services to promote student life on campus. Assists with program development and implementation for Title IX.
8. Responsible for the Student Leadership and Service Learning programs.
9. Responsible for developing and managing the budget for the student services division, supervising allocation of resources and expenditures, fiscal, and contract compliance.
10. Provides oversight and direction for the Student Leadership and Service Learning programs.

11. Responsible to guide and oversee student government (ASFC) activities, advising, and budget management, ensuring legal and district compliance of expenditures and activities. Reviews all travel for ASFC to ensure district and legal compliance to regulations.
12. Provides oversight and direction for the services offered at the ASFC Smart Shop and Design Center; ensures legal and district compliance of expenditures and activities.
13. Responsible to supervise the Community Ambassador Program (CAP).
14. Plans, coordinates and implements annual college commencement ceremony.
15. Plans and coordinates quarterly Welcome Wednesday (New Student Orientation), Week of Welcome (WOW) and Parent's Orientation.
16. Provides professional development for the college on managing student behavioral issues, student rights and responsibilities, Foothill's disciplinary process, classroom management and other related fields that support student success. Maintains current information online.
17. Provides conflict mediation for students and the college community.
18. Coordinates the Foothill Food Pantry.
19. Selects, implements and manages technology programs and resources supporting the division responsibilities.
20. Develops RFP's, evaluate proposals, recommends vendors and supervises contracts for college Food Services and Health Services. Provides trainings for contracted service employees in FERPA, student employment, college and district policies and procedures.
21. Prepares program reviews, develops SLSAOs, researches and implements best practices for the division.
22. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. 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.
7. Budget management.
8. Legal and ethical standards in the community college setting.
9. Student Success & Support Program (3SP).
10. Accreditation requirements.

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.
5. Communicate effectively both orally and in writing, including complex proposals and presentations.
6. Supervise and/or manage a complex student services programs serving a diverse student population.
7. Lead, advocate and network in the interest of the students and the College mission.

8. Demonstrate strong supervisory skills.
9. Provide administrative leadership in a college culture that values consultation.

Education and Experience:

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

Preferred Qualifications:

1. Master's degree in a related field.
2. Progressively responsible administrative experience in a college or university environment.
3. Demonstrated ability to develop creative and innovative solutions.
4. Knowledge of budget development, personnel selection and program evaluation.
5. Understanding of, and ability to, implement student equity programs and services.
6. Demonstrated understanding of conflict mediation/ resolution skills.
7. Ability to use a computer and software such as MS Office, Banner student information system, scheduling software and other technological communication tools.

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: Revised: April 2012; March 2017; July 2019

Ed Code: H-10

Creditable Service: PERS