



DIVISION DEAN, INTERCULTURAL/INTERNATIONAL STUDIES

DEPARTMENT: Intercultural General

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the Vice President of Instruction, provides vision and organizational leadership for the Division of Intercultural and International Studies. Responsible for the vision, leadership, curriculum quality, class scheduling, personnel management, and financial accountability of the Division with a core focus on the needs and interests of all students.

NATURE and SCOPE:

The Division includes the following departments: African American Studies, Asian American and Asian Studies, Chicano/Latino Studies, Comparative Ethnic Studies, Intercultural Studies, International (Global) Studies, Native American and Indigenous Studies, Women's Studies and World Languages. The Dean has the overall responsibility for all day-to-day Division operations. They also serve as a liaison between senior administration and faculty and are responsible for leadership and coordination of faculty department chairs.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provide vision, leadership, long-range planning, and direction for the Division of Intercultural and International Studies.
2. Support, implement, and promote an equity minded, student-centric focus for all Division initiatives and activities.
3. Administer and supervise faculty (full-time and part-time), classified staff, and directors; including assignment allocation, performance evaluation and recommendation for promotion, tenure, professional achievement awards, or dismissal.
4. Provide leadership in all Division hiring (full-time and part-time), including advocacy for positions, recruiting, selection, orientation, and mentoring.
5. Encourage and facilitate open communication among colleagues and students; resolve interpersonal problems among students, faculty, and staff.
6. Administer and manage development and publishing of quarterly class schedules, insuring they are completed in a timely manner. In coordination with faculty, manage curriculum development and approval. Perform effective enrollment management to maximize utilization of Division resources.
7. Ensure Division and Department information and forms (including course syllabi and descriptions, faculty, student clearance rules & policies) are current and easily and publicly accessible.
8. Communicate with and advise the faculty and staff regarding Division, College, District and State procedures and regulations, involving faculty and staff in the decision-making process.

9. Coordinate, design, and support opportunities for professional development for faculty and staff that are aligned with Division and College, interests, goals and initiatives.
10. Develop, advocate for, manage, and monitor Divisional budgets. Monitor and manage equipment, supplies, and support services required to maintain smooth day-to-day operations.
11. Represent and advocate for the Division needs and goals at the College and District levels.
12. Collaborate with other administrators, supervisors, faculty, and staff to develop and coordinate program services across the campus that meet the needs of a diverse student population.
13. Collaborate with external agencies, accrediting commissions, health and safety regulators, and other organizations related to the Division's programs and services.
14. Participate in College-wide planning initiatives and activities.
15. Provide leadership and guidance in soliciting and managing external grants.
16. Assure compliance with all health and safety standards.
17. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Needs and interests characteristic of the diverse De Anza student population.
2. Strategies and activities that encourage and ensure an equitable educational environment.
3. Principles of leadership, management, supervision and organization that enable performance of duties in a timely fashion and an attention to detail.
4. Principles and goals of shared governance and collective bargaining.
5. Hiring, supervising, and evaluating a diverse workforce.
6. Principles of oral and written report and presentation.
7. Concepts and principles of student learning, especially in ethnic studies, and the development of appropriate curriculum.
8. General understanding of current knowledge in intercultural and international studies and pedagogical approaches to these disciplines and their corresponding laboratories.
9. Effective use of computer software and equipment to communicate and manage a division.
10. Effective use of computer software and equipment appropriate for the classroom and laboratories
11. Budget development and management.
12. Applicable federal, state, local, District, and College laws, rules, regulations, and policies.

Skills and Abilities:

1. Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively and constructively with persons of diverse culture, languages, and points of view.
3. Establish and maintain cooperative and effective working relationships with a variety of campus stakeholders.

4. Administer program operations, decision-making, and long-range planning in a large, diverse division with high academic and financial accountability.
5. Communicate effectively both orally and in writing. Prepare presentations and reports with clear and concise expression.
6. Develop and monitor budgets.
7. Interpret, apply, and explain rules, regulations, policies, and procedures.
8. Utilize College, District, and external databases to plan, monitor, and evaluate Division metrics.
9. Provide work direction and guidance to a wide range of Division personnel and effectively evaluate their performance.

MINIMUM QUALIFICATIONS:

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. Master's degree from an accredited institution in a discipline within or directly related to the Division or the equivalent.
3. One year of administrative experience, formal training, internship, or leadership in a related area.

Preferred Qualifications:

1. Three years teaching experience in a discipline within the division.
2. Administrative experience in an academic environment

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: November 2015

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Creditable Service: STRS