



**DIVISION DEAN, INTERCULTURAL/INTERNATIONAL STUDIES**

**DEPARTMENT:**

**COLLEGE:** De Anza

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

**POSITION PURPOSE:**

Reporting to the Vice President of Student Services and the Provost of Multi-cultural International Learning Community, plans, schedules, budgets and implements Intercultural/International studies division, Multicultural/International center classes and activities.

**NATURE and SCOPE:**

The Dean of Intercultural and International studies supervises full and adjunct faculty, classified staff and casual hourly and student employees.

**KEY DUTIES and RESPONSIBILITIES:**

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

1. Directs EOPS, CARE, and SWEL services for the College, which involves 15-20 student employees, 10 classified and 6 certificated staff.
2. Prepare, recommend, monitor, and close out EOPS, CARE, and SWEL grant budgets.
3. Prepare projects and other needed proposals related to EOPS and CARE programs.
4. Supervise and evaluate select EOPS classified staff, as well as SWEL certificated and classified staff.
5. Assist in employing and evaluating all part-time faculty.
6. Assist in developing the class schedule as it pertains to part-time faculty.
7. Teach one IIS class in Fall, Winter and Spring quarters as part of load.
8. Develop and assist in implementing a marketing and promotion plan for the division.
9. Develop and assist in implementing a plan for increasing IIS majors and AA degree recipients.
10. Assist in the development of short and long-term goals of the division.
11. Assist in developing and implementing a staff development plan for the division.
12. Submit end-of-year reports as required.
13. Administer the daily operations of the Division in the absence of the Dean.
14. Develops International Studies curriculum, funding and developing a Multicultural / International Center.
15. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Fundraising and proposal writing
2. Program develop and curriculum experience.
3. Background in diversity issues.

### **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. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Strong supervisory skills.
4. Public speaking, problem solving, and interpersonal.
5. Proven leadership and management.

### **Education and Experience:**

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

### **Preferred Qualifications:**

3. Three to five years of experience.

## **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 2019

Ed Code: H-10

Creditable Service: STRS