

Position: Dean of Student Affairs

Position Number: 18327

Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the assigned area of responsibility; establishes, within District policy, appropriate budget,

Be a fair--minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

Develop, implement, and evaluate programs and services.

Utilize data and assessment outcomes to make improvements for programs and services.

Inspire and motivate others toward goal achievement.

Counsel, direct, and facilitate professional development of employees.

Develop and monitor budgets and effectively utilize resources.

Effectively manage priorities in large, complex, and diverse operational units.

Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.

Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.

Recruit, select, supervise, and evaluate employees.

Effectively administer a variety of programs, projects, and administrative activities as assigned.

Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.

Conduct effective negotiations and effectively represent the area of responsibility in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.