

Imperial Valley College

Associate Dean, Student Equity and Achievement

DEFINITION:

Under the supervision of an appropriate supervisor, the Associate Dean of Student Equity and Achievement is responsible in leading the development, implementation, and evaluation of the College's Student Equity and Achievement initiatives. The Associate Dean will lead in the design and implementation of the equity plan and framework. Leads the coordination of matriculation services and ensures proper academic support of disproportionately impacted students.

EXAMPLES OF DUTIES:

- Provide leadership in the development and implementation of an equity framework, including short and long-term goals, objectives and strategies.
- Serves as the point of contact in coordinating Matriculation services and Student Equity activities.
- Provide guidance and support to individuals, departments and programs in identifying policies, practices and other factors that result in inequitable outcomes.
- Develop and manage new and current programs designed to support student success.
- Collaborate with administration and faculty to support the infusion of culturally relevant pedagogy and practices into the college curricula and programs.
- Provides supervision and direction of student access programs and services.
- Develops and promotes student support connections that foster and enhance student success, including the integration of new technology.
- Creates and implements a system for tracking students to services received, including administering the College's Early Alert Program.
- Works cooperatively with administration in outreach and recruitment activities.
- Collaborates with the Director of Research and Institutional Effectiveness to plan, facilitate, and coordinate professional development strategies and activities.
- Provides evaluation of follow-up counseling services for students having academic difficulties.
- Participates in the non-instructional program review process.
- Supervises and evaluates assigned faculty and staff as appropriate.
- Coordinates and prepares reports.
- Monitors and maintains project budgets with established budgetary procedures.
- Prepares and delivers oral presentations.
- Serves as a resource to the College on equity and diversity issues and strategies.
- Performs other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Have an understanding of community college students, their diverse ethnic, social economic and cultural backgrounds.
- Knowledge of student services and student equity initiatives.

- Ability to problem solve, make decisions, and achieve consensus.
- Knowledge in counseling techniques and theories.
- Knowledge of new technologies as tools for learning, teaching, and managing work.
- Plan, organize, direct, administer, develop, and implement approaches to address student needs.
- Knowledge of California Community College Student Equity and Achievement Plan requirements.
- Ability to communicate effectively, written and oral.
- Ability to direct, manage, and evaluate faculty and staff
- Knowledge of budget development and fiscal management

MINIMUM QUALIFICATIONS:

Possession of a related master’s degree and one year of formal training, internship, or leadership experience reasonably related to the administrator’s assignment or the equivalent.

WORKING CONDITIONS:

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

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| 1. Seldom: Less than 25 percent | 3. Often: 51 to 75 percent |
| 2. Occasional: 25 to 50 percent | 4. Very Frequent: 76 percent and above |

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE

This is an educational administrator position, range 9. This position has direct responsibility for formulating and implementing policy regarding the student services of the College and the District.