

IMPERIAL VALLEY COLLEGE

Dean, Student Affairs, Enrollment Services, & Campus Safety

DEFINITION:

Under the direction of the Vice President of Student Services, provide direction and leadership to enrollment services and safety staff, and to students, student government and student activities. The Dean of Student Affairs, Enrollment Services, and Campus Safety is responsible for providing students with a safe environment that is conducive to learning, while contributing to their intellectual, emotional, academic, and professional development through increased classroom, campus, and community engagement initiatives.

EXAMPLES OF DUTIES:

- Oversee Enrollment Services functions; direct and supervise services related to Admissions & Records and Financial Aid;
- Oversee student government activities, advise the student senate, and attend appropriate conferences with students as required or needed.
- Oversee Student Health Services.
- Acts as the Deputy Title IX Coordinator; provide comprehensive, timely response, investigations, and support services to individuals reporting Title IX violations.
- Supervise, direct, and evaluate campus safety staff and student employees.
- Responsible for the review, corrective action, and reporting related to safety and security on campus; investigate and report campus accidents and crimes; provide follow-up corrective action to improve the safety and security of employees, students, and public on campus.
- Coordinate with departments, security, and other agencies in planning and coordinating safety and security events and drills on campus; Responsible for the campus emergency response plan.
- Supervise and be responsible for the preparation and maintenance of the Associated Students' budget.
- Direct, supervise, and coordinate college and student sponsored activities, campus organizations, campus clubs, and social and recreational activities; as well as coordinating use of facilities on campus.
- Direct, supervise and coordinate the operation of the College Center, and the student food service policy for food sales on campus.
- Administer the Student Code of Conduct, due process and student discipline.
- Adjudicate student appeals and grievances within areas of responsibility.
- Plan and coordinate activities pertaining to graduation ceremonies.
- Direct the coordination of the Students' Recognition Program and other student awards' activities.

- Direct the supervision and operation of the aquatic center.
- Coordinate and monitor campus posting areas and update the policies as necessary;
- Responsible for the development and management of the department's budget consistent with District fiscal policies.
- Supervise and evaluate assigned managers, faculty, staff, and student employees in accordance with applicable evaluation procedures.
- Serve as co-chair on the safety and facilities committee.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

- Knowledge and understanding of the California Community College mission, organization, operations, policies and objectives.
- Knowledge of Enrollment services.
- Knowledge of budget preparation and management.
- Ability of effective interpersonal communication.
- Knowledge of policies, regulations, goals and objectives of assigned programs and activities.
- Knowledge of Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diversity.
- Knowledge of participatory Governance Policy and Procedures.
- Ability to develop and evaluate programs to meet student and community needs.
- Ability to communicate effectively, both verbally and in writing.
- Ability to work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.
- Ability to work cooperatively and coordinate activities with administrators, faculty, staff, and outside agencies.
- Organize and chair meetings, lead workshops, facilitate group discussions.
- Ability to meet time lines and organize multiple projects effectively.
- Ability to train, supervise and evaluate personnel.
- Ability to utilize technology and educational tools as appropriate.
- Ability to mediate and resolve faculty, staff and student problems, complaints and grievances according to employee contracts and district policy and procedures.

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.

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.

- 1. Seldom: Less than 25 percent
- 2. Occasional: 25 to 50 percent
- 3. Often: 51 to 75 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 College and the District.