Employment Opportunity

Dean of Student Services (CR14-01)

College Web Address: www.cabrillo.edu

Initial screening of applications will begin on Thursday, May 8, 2014; however, applications will be accepted until the position is filled.

About the Position:
Under the direction of the Vice President of Student Services, provides administration and leadership for assigned student services/student success programs, provides direction for assigned programs, staff and student support services which includes management of a wide variety of student services/student success functions and activities.

Position Duties and Responsibilities:
- Administers the Student Code of Conduct, due process and student discipline matters; including chairing Cabrillo’s behavioral intervention team (SSCT)
- Adjudicates student appeals and grievances within areas of responsibility
- Provides leadership for and oversees student government activities, advises the student senate and conducts a class in student leadership
- Investigates and resolves complaints as assigned including allegations related to unlawful discrimination and sexual harassment
- Gathers, compiles, and analyzes information from a variety of sources and prepares statistical and narrative reports using various software such as word processing, spreadsheets and database programs
- Directs the supervision of college and student-sponsored activities
- Directs the preparation and review of materials representing Student Services for the College catalog and other publications
- Supervises and evaluates assigned academic, classified and management personnel
- Coordinates activities pertaining to graduation ceremonies
- Supervise and coordinate assigned student services programs at various campus locations
- Directs the preparation and management of a budget within institutional parameters and guidelines for assigned areas of responsibility, including the student senate budget
- Collaborates with Institutional Research staff to develop baseline student success data to determine student outcomes for student services programs
- Researches, develops, implements and provides leadership for student success strategies
- Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to areas of assignment
- Maintains liaison with community agencies, schools, special programs and interest groups that offer student services related programs or services to the community at large
- Serves as a liaison to instructional and administrative staff of the College
- Develops and coordinates in-service training and staff development activities
- Chairs or serves on various college committees and participates in professional organizations as appropriate to assignment
- Performs related duties as assigned

Required Education and Experience Qualifications:
- A Master's degree from an accredited college or university
- Three years of increasingly responsible experience as a Student Services administrator which includes working with community organizations and/or employers
Required Education and Experience Qualifications (continued):

- Administrative experience with student conduct matters
- Demonstrated commitment to serving students with diverse backgrounds, interest, goals and abilities
- Demonstrated competence in planning and evaluation, fiscal and program management and labor contract administration
- Demonstrated effectiveness in leading and motivating staff and students in a collegial shared governance environment
- Demonstrated commitment to faculty and staff equity and diversity
- Successful experience which demonstrates the ability to perform the duties listed above.

Knowledge of:

- Community College student issues and initiatives, including student success
- Effective management and leadership principles
- Principles of employee supervision and evaluation
- Budget planning, development and management
- Interviewing and investigative techniques
- Computer technology and various software programs including email, word processing, and spreadsheets

Ability to:

- Demonstrate effective leadership in management and planning
- Plan, organize, train, evaluate and oversee the work of others and create a supportive environment for students, faculty and staff
- Apply pertinent laws, rules and regulations
- Effectively conduct interviews, investigations and resolve complex matters
- Effectively manage budgets for assigned areas
- Compile data and prepare accurate reports using a variety of software such as email, word processing, spreadsheet, and databases
- Effectively develop and implement strategies and methods that will enhance student success
- Communicate effectively both orally and in writing
- Work cooperatively and effectively with individuals of diverse socioeconomic, ethnic, educational backgrounds and with various segments of the college community
- Perform consistently under the pressure of deadlines and other administrative details

Salary:
This is a 225-day administrative management assignment with evenings and/or weekends as needed. Current eight-step schedule ranges from $97,029 to $136,529 annually. Cabrillo College provides an annual doctoral stipend of $3,434 for eligible employees. Position is scheduled to begin August 1, 2014, pending funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Application Process:
Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545
To be considered, each candidate **MUST SUBMIT**:

1) Completed and signed Cabrillo College Administrative Employment Application.
2) Job-related resume.
3) Three recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
4) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant*):
   - Transcripts from all colleges attended (copies are acceptable) **OR** official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
   - Copy of Teaching Credential, front and back (if applicable).
5) Supplemental Application for Equivalency Determination and supporting documentation. (*This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications **OR** possess and submit copy of a valid lifetime credential.*)
6) Student conduct is an important part of this position’s duties. In one page or less, please give the search committee your philosophy and views on adjudicating student discipline matters.
7) Criminal History Inquiry Supplemental form.

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.*

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:**

Initial screening of applications will begin approximately on **Thursday, May 8, 2014**. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. *(Email transmittals are not accepted.)*

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.