



Job Classification Description

**ASSOCIATE DEAN OF STUDENT SERVICES/CCV
Non-Bargaining Unit**

**GRADE 17
Exempt**

BASIC FUNCTION

To assist the Dean of Student Services in all aspects of student support programs, services and personnel to provide a successful learning experience for all CCV students and in compliance with the VSC Board of Trustees' policies and procedures.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Provide support for academic programs and for students as academic learners.
- Work with college and systemwide councils to develop policies and procedures in students services; advise and counsel the Student Advisory Board in the development of student policies and procedures.
- Plan, oversee and participate in a variety of special events related to student services.
- Provides support for further development of the Developmental Skills Programs.
- Assist in the planning and support for students with unique needs, including specials needs, non-traditional learners, disadvantaged students and veterans.
- Develop and plan programs and activities which will enhance the overall experience and success of CCV student including career services and leadership opportunities.
- Maintain communication with various external agencies and organizations regarding student services and needs.
- Represent the college on committees, councils, task forces and other groups as directed by the Board of Trustees and/or the Office of the Chancellor.
- Keep abreast of current developments in areas related to student services.

SUPERVISION RECEIVED

General supervision is received from the Dean of Student Services.

SUPERVISION EXERCISED

MINIMUM QUALIFICATIONS

Masters degree in appropriate discipline plus three to five years of relevant administrative and management experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- **Knowledge of higher education and administration principles, practices and procedures.**
- **Knowledge of communication and counseling techniques and methods.**
- **Ability to exercise judgement and discretion in applying and interpreting college policies and procedures.**
- **Excellent communication skills.**
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