



Dean of Student Success Job Description

Job Title: Dean of Student Success
Job Class: Administrative
Department: Student Services
Reports To: Vice President of Academic Affairs
FLSA Status: Exempt
Compease: Grade 14
Approved Date

I. Position Purpose

Under the supervision of the Vice President of Academic Affairs, the Dean will serve as the strategic and operational champion to enhance student success by developing and implementing student success and advisement strategies to advance learning, engagement, retention, and completion. The dean will work closely with academic deans and directors to offer co-curricular activities that support student development, academic achievement, and the College's vision, mission, and values in the pursuit of excellence.

II. Duties and Responsibilities

MANAGE THE CENTER FOR STUDENT SUCCESS: Oversee academic support and co-curricular activities of the Center for Student Success, including, but not limited to, Library, testing, tutoring, transfer, career, counseling, and disability services. Develop, implement, promote, and maintain programs to increase student retention. Collaborate with academic leaders to create and implement success initiatives including the first-year experience, learning skills, and career preparation. Coordinate with student services to assist in new student onboarding. Support at-risk students by connecting them with campus and community services. Administer grants, including, but not limited to the Carl D. Perkins. Manage the budget for the Library and Center for Student Success.

PROVIDE TRANSFORMATIONAL LEADERSHIP FOR THE CENTER FOR STUDENT SUCCESS: Supervise and evaluate performance of Center for Student Success personnel, Library staff, and Work Study students. Serve as the site supervisor for the AmeriCorps College Guide grant program. Promote professional development.

IMPLEMENT ASSESSMENT STRATEGIES TO SUPPORT CONTINUOUS IMPROVEMENT: Maintain, analyze, and interpret data to identify opportunities and develop strategies to advance academic achievement and student success. Use data to assess the effectiveness of academic and support services, and develop department and personnel goals that align with the College's strategic goals.

DEVELOP COMMUNITY PARTNERSHIPS: Collaborate with education, public service, health, business, and industry partners to enhance opportunities to work together on initiatives related to student success. Work with local agencies and non-profits to provide services for students. Develop and coordinate campus events to promote student engagement and success.

COORDINATE AND SUPPORT STUDENT GROUPS AND ORGANIZATIONS: Provide oversight of co-curricular and student activities including, but not limited to, Student Government, Honors, Service Learning, Phi Theta Kappa. Assess engagement in current and develop new co-curricular groups and activities.



ENGAGE IN COLLEGE AND COMMUNITY SERVICE: Serve on committees and collaborate with education institutions and professional organizations for development and to share best practices. Participate in recruiting, enrollment, and retention events. Serves on College committees and performs other job related duties as assigned.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE. Demonstrate professionalism and customer service in accordance with the College's values. Demonstrate professionalism, positive working relationships, quality customer service, and the ability to make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to adapt to change and maintain current technology skills.

III. Qualifications

- Master's Degree in education, leadership, student support, or counseling is preferred. The degree must be from an accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation,
- Three-to-five years of higher education work experience,
- Five years of supervisory experience, and
- Evidence of continual professional development in the field of concentration

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).