

GOGEBIC COMMUNITY COLLEGE

Job Description

Class descriptions are written as a representative list of the ADA essential duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

Job Title: Dean of Student Services

Reports to: President

Group: Administrative

Grade: 12

SUMMARY – Plans, recommends, and administers student services policy. Supervises Student Services programs including counseling, admissions, registration, student records, testing, orientation, student activities, financial aid, housing, athletics, student government, advising, and student conduct.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Develops and recommends organizational structure and job descriptions for student services.

Develops in-service programs for the student services staff including approving their participation in appropriate professional meetings, research and activities.

Serves as a member of Student Affairs, Curriculum, Financial Aid and other Committees.

Serves as a member of the President's Cabinet. Assists in the development of the college calendar.

Determines registration procedures and administers both on and off campus registration programs, including dual enrollment.

Serves as Registrar.

Oversees College admissions.

Serves as lead officer concerning violations of student conduct code. Convenes all student judicial proceedings.

Ensures comprehensive, efficient, secure and accurate Student Records systems.

Oversees the collection of data on the student body.

Oversees the Assistant Registrar who conducts research on student characteristics, and enrollment projections and prepares related reports for internal program reviews and all local, state, and federal agencies.

Serves as college Affirmative Action Officer and Hearings Officer for sexual harassment complaints.

Meets with students to advise on scheduling, review progress, resolve conflicts etc.

Develops and monitors budget activities for assigned cost centers and assists the Cabinet in preparing the overall college budget..

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Supervises the student activity program, including serving as advisor to the Student Senate. Provides oversight to the Lindquist Center.

Writes grant proposals, administers grants, writes grant reports, and communicates with grant officers.

Receives and investigates all student complaints and Lindquist Center patron complaints.

Supervises all student services personnel.

Determines advising procedures and administers the advising program, including configuration of automated advising software.

Reconciles student records with Business Office accounts and participates with all auditors.

Performs other duties as may be assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Record systems, including record retention policies.

Principles and practices of Student Services.

Budgeting, student judicial services.

Testing, counseling, matriculation, financial aid.

Principles of management.

Community Pool operations.

Data management and information systems.

Ability to:

Provide technical leadership in Student Services.

Communicate effectively verbally and in writing.

Operate a PC and related software.

Maintain effective working relationships with other people.

Work with and respect diverse populations.

EDUCATION and/or EXPERIENCE Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Masters degree in related field. Ph.D. preferred. Five years of experience in student services, including two years in a supervisory capacity.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by

this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Stusvcs
Dean of Student Services
Nash & Company
March 2004

Date of Adoption: 10/31/04

Revised: