

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Dean, Student Life

BASIC FUNCTION: Under the supervision of the area Vice President, responsible for planning, organizing, managing, supervising, and evaluating the programs under the Office of Student Life; student leadership program; intercollegiate athletics program; career, job placement, and student employment; and health services. Oversight responsibilities for the Standards of Student Conduct, non-academic discipline, freedom of speech, campus electronic media and literature distribution, vendors, and comprehensive campus activities.

SUPERVISORY RESPONSIBILITIES: Supervision of classified staff and/or academic staff assigned to programs for which the position is responsible.

REPRESENTATIVE DUTIES:

1. Provides administrative leadership for the planning, development, delivery, and evaluation of student life services in all assigned areas of responsibility to support student success.
2. Conducts performance evaluations of assigned classified employees and academic/classified managers as well as participate in the evaluation of faculty.
3. Collaborates with the Vice President in the planning, development, and administration of budgets and programs in all assigned areas of responsibility including the Associated Students of Norco College (ASNC) finances.
4. Serves as the disciplinary officer in consultation with the student services managers, faculty, academic deans, college police, health services, and hearing board to promote a safe and productive learning environment by administering the District Standards of Student Conduct policy. In cases of perceived discrimination or harassment, works closely with Diversity, Equity, and Compliance.
5. In coordination with legal counsel, college police, and facilities, enforce the board policy in the free speech area for the health and safety of the college and community.
6. Represents the college as the administrative representative in appropriate athletic conferences; supervises the academic eligibility verification process for intercollegiate athletes; and provides support to all athletic functions and events.
7. Provides leadership to the ASNC legislature and all ASNC standing committees as well as supervise ASNC activities and initiatives.
8. Coordinates the activity request and approval process for all student clubs and organizations; oversees the application and approval processes for the formation of student clubs; and provides for the orientation and advisement of club presidents and faculty/staff advisors.
9. Plans and coordinates workshops, retreats, and leadership training activities for students; and may provide training for student representatives to governance committees.
10. Participates in and may serve in a leadership role in executing successful college functions such as Commencement, scholarship and program banquets, and college orientations.
11. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
12. May develop, coordinate, and evaluate college outreach and in-reach programs promote

February 2014

student engagement.

13. May oversee the scholarship for college-specific scholarships and coordinates with Student Financial Services and the Foundation for the administration of the selection process, distribution of funds, design and execution of award ceremonies, and other related tasks.
14. Participates in local, regional, and state boards, committees, and councils to promote Riverside Community College District and the community college movement.
15. Serves as a member of the Management Leadership Association.
16. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree is required. Doctorate is preferred. Degrees must be from an accredited institution.

EXPERIENCE: A minimum of four years administration and/or leadership experience directly related to this administrative assignment, and successful experience in the supervision of student life programs are required.

LICENSES/CERTIFICATIONS REQUIRED: Must annually pass the California Community College Athletics Association Compliance Test.

KNOWLEDGE OF: Procedures and effective practices at the college level of areas related to student life, student development, and student activities; knowledge and understanding of the philosophy and mission and values of the community college; knowledge of effective financial management, budget planning and development, and student resources management practices and procedures; knowledge of legal affairs and policies that affect college students; and skilled in interpersonal relations, team-building, conflict resolution, and customer service.

ABILITY TO: Make sound decisions based on interpretation and analysis of data; communicate effectively both verbally and in writing; design and implement new programs and service delivery systems; establish and maintain effective working relationships; work independently; provide leadership; and motivate others.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a). Personal characteristics necessary for working with students, employees, and the public in an administrative capacity including stability, good judgment, diplomacy, a sense of humor, and ability to cooperate with co-workers.

CONTACTS: Co-workers, administration, faculty, students, community, non-academic departments, and vendors.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

February 2014