

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

JOB TITLE: Associate Dean, Academic Support (Riverside City College)

BASIC FUNCTION: Under the supervision of the area Vice President for Academic Affairs, responsible for the quality and administration of academic support programs to ensure the current and future instructional activities meeting student and community needs. Provides administrative leadership, coordinates and facilitates the development and implementation of redesigned and articulated curriculum in basic skills, occupational programs and in assigned disciplines. Serves as the administrator responsible for all the operational activities of the student success center at MLK.

SUPERVISORY RESPONSIBILITIES: Supervises and assigns all the classified staff, short-term and student workers affiliated with the student success center at MLK.

REPRESENTATIVE DUTIES:

1. Direct the development, implementation and improvement of basic skills, and occupational programs' instructional methodologies and curriculum for the college.
2. Provide administrative support for the development and implementation of college initiatives to address increased success of students in basic skills courses, occupational programs and transfer programs.
3. Develop a standardized and streamlined academic support services by ensuring that tutors and supplemental instructors are trained and certified.
4. In close collaboration with institutional research and IT services ensure that all the academic support services are adequately tracked and monitored.
5. In close collaboration with Instructional Media Center and Information services ensures that all the technology related services of the MLK is properly maintained and updated.
6. In collaboration with the other Deans, advises the Vice President of Academic Affairs in matters of budgeting, planning, coordinating, and evaluating the academic support programs of the college.
7. Provide leadership to faculty and students in communicating current ideas, research and practices in the area of integrated academic support.
8. Supervise and participates in the process of the evaluation of classified staff of the center.
9. Develop, monitor, and implement processes for the evaluation and continued improvement of the student success related programs.
10. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
11. Serves as a member of the District's Management Leadership Association.
12. Participate in local, regional, state, and federal activities to promote basic skills, occupational and transfer program success of the Riverside City College and the community college movement.
13. Perform other related responsibilities as may be assigned.

EDUCATION: Possession of a Masters' degree from an accredited institution is required. A doctorate from an accredited institution is preferred.

EXPERIENCE: A minimum of two years teaching experience is required. Three years or more of formal training, internship, or leadership experience reasonable related to this assignment, and successful experience in the supervision of academic affairs programs are required.

LICENSES/CERTIFICATIONS REQUIRED: N/A

August 2012

KNOWLEDGE OF: Occupational programs instructional methodologies; District policies and procedures; Education Code; Title 5; current management practices; budget processes.

ABILITY TO: Communicate effectively, orally and in writing; manage staff; work collaboratively with other administrators and academic departments.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

CONTACTS: College President, Vice Presidents, Deans, Directors, Program Managers, co-workers, departmental and discipline faculty and staff, non-academic departments, vendors and community-based organizations.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting, use of office equipment, may require extended periods of time at a keyboard.

WORKING CONDITIONS: Normal office and college 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.