

MARCH 2017
FLSA: EXEMPT
SALARY: GRADE U
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

ASSOCIATE DEAN, OUTREACH AND EDUCATIONAL PARTNERSHIPS

BASIC FUNCTION: Under the supervision of the area Dean, the Associate Dean is responsible for the development, coordination, implementation, and evaluation of all aspects of the college's outreach programs; and provides leadership to coordinate and implement strategic and collaborative initiatives with local K-12 districts (such as middle college high school, concurrent enrollment, and other early college programs). Develops and implements collaborative efforts with other educational and community partners that promotes student access and ensures the successful transition into the college.

SUPERVISORY RESPONSIBILITIES: Assigned faculty and staff.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Provides leadership and oversight for implementation of the college's outreach program, the middle college high school program, early college high school programs, and concurrent enrollment programs.
2. Develops and implements outreach efforts to increase public and college awareness of the services offered by the college and its programs, grants, and services.
3. Provides administrative oversight for the College's Welcome Center/Dream Center.
4. Assigns and evaluates the work of assigned staff and students.
5. Coordinates efforts to provide students with initial enrollment and support services, including information about financial aid, admissions, and other student services and academic support programs.
6. Oversees the implementation of high school senior and junior visits, high school counselor visits, and ensures outreach participation in planning and supporting the first year experience program, other orientation/new student transition programs, and the New Student Welcome.
7. Plans, organizes, and coordinates the recruitment of potential Moreno Valley College students and facilitates student admission into the First Year Experience Program and other appropriate special funded/student support programs.
8. Collaborates and coordinates outreach efforts with academic affairs, student services, and faculty leads to ensure access and the promotion of the college's academic programs and support services.
9. Coordinates schedules and activities with local school districts to promote student access, successful student transition, and success.
10. Develops and maintains external relationships with K-12 entities and the general public in order to community student opportunities and optimize student success.

11. Oversees participation in College and career fairs, high school visitations, parent nights, and other community events.
12. Leads monthly meetings with other key outreach personnel and college committees; monitors budget and expenditures and serves as a member of the Management Leadership Association.
13. 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.
14. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE:

Education: Master's degree from an accredited institution is required.

Experience: A minimum of at least three years of management/supervisory experience working with first-generation college students and/or social or economically disadvantaged students is required. Experience in the development, implementation, and management of access, outreach and/or educational partnership-related programs is also required. Experience working with student support and/or equity programs is preferred. Experience working with K-12 and/or community college programs is desirable.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF:

- Student success strategies to improve retention and persistence for first generation and/or social or economic disadvantaged students.
- Contemporary practices and theories to enhance success of non-traditional learners.
- Practices of student learning outcomes and measurements of student success.
- Staff and organizational development models.
- Modern office practices and technology.
- Proper verbal communication skills, grammar, punctuation, and spelling; and report writing.

ABILITY TO:

- Develop effective working relationships within the community.
- Collaborate with colleagues from across the campus.
- Plan, organize and prioritize daily assignments and work activities.
- Communicate effectively in written and oral form.
- Manage staff and work with faculty.
- Maintain accurate and well-organized records.
- Maintain confidentiality in all matters appropriate.
- Learn, interpret and apply rules, policies and procedures.

CONTACTS: Administrators, faculty, staff, students, general public, vendors, community partners and K-12 school administrators and staff.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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

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, please contact (951) 222-8039.