

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DEAN, STUDENT DEVELOPMENT AND WELLNESS**

**BASIC FUNCTION:** Under the direction of the area administrator, identifies, develops, implements, and evaluates student services programs to support student success and the holistic wellness of students through the strategic development of support services to enhance the physical, emotional, psychological, and overall well-being of students; provides strategic direction for a comprehensive portfolio that includes managing students' health, basic needs, student civic engagement, wellness, and advocacy.

**SUPERVISORY RESPONSIBILITIES:** Assigned District personnel and staff.

**REPRESENTATIVE DUTIES:** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, coordinates, evaluates, and administers assigned student services programs and services; leads and directs strategic planning, development, implementation, and evaluation of a multifaceted campus-wide wellness education program and key performance measures for students' physical, emotional, and psychological and overall well-being.
2. Guides and oversees campus-wide harm reduction programming, student success, and intervention strategies incorporating mental health education principles, practices, and models.
3. Oversees the development of resources, programs, events, and services to support students' basic needs, including housing, food, mental health, and employment; establishes local and regional collaborative relationships and partnerships with business entities, community organizations, and local educational agencies on student basic needs; partners with food bank affiliates, housing resources, and other non-profit entities to support students to secure resources.
4. Oversees specific student services programs, such as Disability Support Services and CalWORKS; oversees the development of resources, programs, events, and services to support students: monitors and approves expenditures; ensures compliance with federal, state, and other applicable laws; prepares all applicable grant and program fund applications in collaboration with program lead.
5. In consultation with applicable District personnel, serves as the disciplinary officer by administering the District Standards of Student Conduct Policy; in perceived discrimination or harassment, works closely with the Office of Diversity, Equity, and Compliance.
6. In coordination with legal counsel, college police, and facilities, enforces Board policy in the free speech area for the health and safety of the college and community.
7. Develops, analyzes, projects, and manages the general fund, categorical, state, and federal budgets for assigned area; maintains fiscal controls, supervises expenditures, prepares necessary reports, and collaborates on the resolution of audit findings.
8. Creates, implements, and assesses evidence-based strategies to form optimal wellness programs; collaborate with key partners to develop a comprehensive strategic plan with defined goals, objectives, and learning outcomes for initiatives.
9. Leads, directs, supervises and evaluates assigned staff; establishes goals, objectives, and ensures accountability for assigned areas of responsibility in concert with the strategic plan and program review.

10. Ensures students are involved in shared governance and participate in the college decision-making process within area of responsibility.
11. Coordinates and/or assists in the in the execution of successful college functions such as Commencement, scholarship and program banquets, and college welcome days.
12. Participates in local, regional, and state boards, committees, and councils to promote the District and the community college movement.
13. Serves as a lead and/or active participant in a variety of standing college committees.
14. Performs other related responsibilities as may be assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

1. Procedures and effective practices at the college level of areas related to student services.
2. Federal and state regulations, district policies, and accreditation standards.
3. Interpersonal relations, team-building, conflict resolution, and customer service.
4. Principles and practices of administration, supervision, and training.
5. Planning, budget preparation and control.
6. Research techniques typically applied to gather and compile data used for decision making in large complex educational settings.
7. Specific approaches, theories, and strategies to address disparities in student success and access to higher education for particular student groups.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution;
9. Operation of Student Services with particular experience in overseeing equity- focused services, such as those targeting specific groups of students who have been less successful academically.

### **Ability To:**

1. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
2. Communicate effectively verbally and in writing
3. Establish and maintain effective working relationships.
4. Work independently
5. Provide leadership
6. Motivate others.
7. Maintain an understanding of current ideas, trends, and practices of responsibility for this position, through continued study and participation in professional organizations.
8. Apply and implement applicable sections of the California Education Code, Title 5, and Federal laws/regulations and district policy.
9. Interpret, explain, and apply the classified and faculty collective bargaining contracts, board policies, and administrative procedures.
10. Work across silos to collaborate with other campus work units to ensure that student-centered principles guide all special program.

**Education and Experience:** A master's degree from an accredited institution and four years of administrative and/or leadership experience directly related to this administrative assignment, and successful experience in the supervision of student services programs are required.

Within the last four years, must have two years of experience (a) in the management or administration of

educational programs, community organizations, government programs, or private industry working predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages; OR (b) as a community college counselor or instructor, or have comparable experience in working with disadvantaged clientele.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**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 the 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.