

**APRIL 2021**  
**FLSA: EXEMPT**  
**SALARY GRADE: Y**  
**CBA DESIGNATION: ACADEMIC MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DEAN, STUDENT SUCCESS AND ACADEMIC SUPPORT**

**BASIC FUNCTION:** Under the direction of the appropriate administrator, leads and manages a comprehensive and integrated array of student, academic and library support services, including Distance Education initiatives, Academic Support, and dual enrollment to ensure and enhance student success in support of Guided Pathways Framework adoption efforts.

**SUPERVISORY RESPONSIBILITIES:** Provides direct supervision to assigned faculty and staff.

**REPRESENTATIVE DUTIES (Illustrative Only):**

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. Coordinates and integrates learning resource services provided by the library and academic support programs (the Learning Center, Tutoring Center, Supplemental Instruction, the STEM Center, the Math Lab, and the Writing Center) and for the provision of these services to the students pursuing their educational goals through the various college-designed success pathways.
2. Serves as the point person for the College in the implementation of Guided Pathways student success recommendations, and dual enrollment activities; collaborates and provides integrated support to programs working with special populations, including EOPS/CARE, CalWORKs, DSPS, Foster Youth, Puente, Umoja, Honors, and Veterans.
3. Provides day-to-day supervision over Library and Academic Support programs, including all aspects of budget development and management; responsible for planning, organizing, developing, coordinating, reviewing, training and evaluating the work of assigned personnel.
4. Leads college-based distance education efforts through participation on the Distance Education Committee, faculty/staff professional development planning, and coordination with the District Distance Education Office.
5. Supports educational planning and other advising services through coordination and integration of counselors, educational advisors, tutors, supplemental instructors, and faculty advisors in conjunction with the Dean of Student Services Counseling, through College Student Engagement Centers and Student Success Teams.
6. Reviews enrollment and class schedule development, informed by analysis of students' degree of preparation, educational goals and plans, in line with the cohort and block scheduled model of the college's student success pathways.
7. Plans, implements and evaluates short- and long-range strategies, goals and objectives for the provision of comprehensive and integrated student support; improves the Early Alert & Intervention System for students in need, connects them with appropriate resources through College Student Engagement Centers and Student Success Teams in order to reduce the number of students placed on academic probation/suspension; .
8. Provides leadership and coordination of professional faculty and staff development in library/learning resources, distance education, dual enrollment, and academic support aligned with the implementation of the

above activities; works with appropriate personnel to ensure effective on- and off-campus assessment and testing services and orientation programs that support the student from initial contact through their first term at the College.

9. Participates in the assessment of the efficacy of all student success-related activities and achievement of related Student Learning Outcomes.
10. Directs, supervises and evaluates assigned staff to ensure a high performance environment; establishes performance requirements and personal development targets.
11. Oversees the selection of library materials (books, video recordings, periodicals, and online databases) toward enhancing the library's resources in support of each major Student Success Pathways and supports the library in mandatory annual reporting to the California Community College Chancellor's Office.
12. In consultation with other District operations, evaluates existing technology resources and coordinates the planning, development, and implementation of new technology learning resources projects, services and activities.
13. Works closely with Institutional Effectiveness and relevant academic and student services divisions to gather, interpret and present data on students, student progress, and student success in order to enhance instructional effectiveness and support enrollment management efforts. Such data would also be used to assess student retention, persistence, course success, graduation, employment, and overall progress toward educational goal attainment.
14. In collaboration with the Deans of Instruction, and in consultation with the Vice President of Academic Affairs and all appropriate governance committees, evaluates Board Policies and Administrative Procedures on a continual basis and recommends changes for the improvement of academic and student support services.
15. Performs other duties, related to the position, as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

1. Administrative procedures and practices at the college level;
2. Appropriate and relevant state and federal codes, statutes and regulations including Title 5 of the California Code of Regulations and Education Code, Americans with Disabilities Act (ADA) compliance regulations, and other relevant categories;
3. Guided Pathways Framework.

### **Ability To:**

1. Initiate and implement programs and services for student success;
2. Develop K-12 partnerships that increase readiness of incoming students and ease their transition to the college;
3. Ensure clear communication to all internal and external constituents regarding the available student success pathways and expectations for achievement;
4. Maintain 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;
5. Be creative and innovative in administering and leading programs and services;
6. Communicate effectively both orally and in writing;
7. Work without close supervision and as an effective team member in a collaborative work environment with demonstrated commitment to the values inherent to a culturally diverse workplace;
8. Provide strong leadership and communication, motivational, interpersonal, and team building skills; and

9. Work harmoniously with faculty, staff and students who are multi-cultural and diverse.

**Education and Experience:** A master's degree, from an accredited institution, in one of the disciplines taught at the college and three years of progressively responsible experience supervising multiple academic and/or student services or library services programs.

A doctorate from an accredited institution is preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**CONTACTS:** Executive, academic, professional and administrative offices and personnel within the college/District and, in the external environment, to have critically important contacts and relationships with college and high school administrators, counselors and students. The Dean is expected to collaborate with academic and student services departments to contribute to the efforts in educating, serving and retaining students of all ages and genders, and from culturally, ethnically, and socio-economically diverse backgrounds.

**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. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**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, contact (951) 222-8039.