

**Dean of Student Services**

2030

The Dean of Student Services shall be directly responsible to the Vice President/Assistant Superintendent, Student Services.

**Essential Functions:**

- Implement the philosophy and policies of the college.
- Coordinate and supervise the admissions and records operations; plan, organize, and supervise on and off campus registration, plan, organize, and supervise the graduation ceremony, plan coverage for absences of student services personnel.
- Coordinate all student services public-service office operations.
- Assist the Vice President/Assistant Superintendent, Student Services in relations with schools; administration of student discipline; evaluation of classified and academic personnel; preparation of reports and records as required by federal, state, and local agencies; and development of the student services budget.
- Plan and coordinate with the Computer Services Center the implementation of computer applications in admissions and records department.
- Devise periodic student data reports in cooperation with the Computer Services Center and distribute them to appropriate college personnel.
- Recommend for employment all classified personnel in the academic cluster.
- Serve on student services and college committees as assigned.
- Perform such additional duties as may be assigned by the Vice President/Assistant Superintendent, Student Services, including direct responsibility for the development, supervision, and evaluation of programs such as: counseling and college relations, matriculation, admissions and records, admissions and records, student development, financial aid/EOPS, health services, outreach, and career transfer center, and other programs as appropriate.
- Implement the philosophy and policies of the college.
- Report annually on areas of responsibility to the Vice President/Assistant Superintendent, Student Services.
- Interpret the college to the community through community contract and memberships in community organizations.
- Understand and carry out oral and written direction.
- Work at a desk, conference table, or in meetings of various configurations.

- See for the purpose of reading laws and codes, rules and policies, and other printer matter.
- Hear and understand speech at normal levels.
- Communicate so others will be able to clearly understand a normal in-person conversation.
- Perform other duties and functions as a member of the President's cabinet.
- Perform other duties as assigned.

Approved 1/17/90  
Revised