

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

Job Title	Assistant Dean of Students
Department	Office of Student Services
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Jun. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - Student Affairs
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Assistant-Dean-of-Students_REQ12247-1

Apply By Email

Job Description

Title:Assistant Dean of Students

Job Category:Classified Administrators and Managers

Job Opening Date:June 17, 2024

Job Closing Date:July 30, 2024

Location:Irvine Valley College

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

Work Location:Irvine, CA

Department:[Office of Student Services](#)

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:

Work Days:Monday - Friday

Work Hours:8:00 am - 5:00 pm

Hours Per Week:40

Percentage of Employment:100%

Months of Employment:12

Salary:Annual Salary starting from \$169,896 to \$239,064

Required Documents:

Resume and Cover Letter

Job Description:

District Management Team Salary Schedule - Range 20

Application materials must be received by 11:59 pm 07/29/2024.



Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

Required Documents: Resume and Cover Letter.

Applications missing the required document will not be considered.

SUMMARY DEFINITION

Under the supervision of the Vice President for Student Services, administrate and supervise the Student Life, Student Equity, and Student Conduct for the college; provide leadership to develop, organize and implement the division's goals and objectives; provide leadership to plan, develop, organize schedule, direct, improve and evaluate the assigned division's programs, services and activities in consultation with the Vice President of Student Services, other deans, administrators, faculty and classified staff and ensure the timely, accurate, and legal maintenance, storage, retrieval, and release of all records associated with assignment.

DISTINGUISHING CHARACTERISTICS

This position is a part of the student services management team and is distinguished by its responsibility for leading and managing student conduct programs and serving as a judicial officer for the college; and providing oversight, development, and coordination of student affairs, the Student Life, Student Government, Student Clubs and Organizations, Student Discipline, and Student Equity programs of the college.

Fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President for Student Services or designee of the President.

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

Exercises functional and technical supervision over management, classified professionals, part-time student staff.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

LEADERSHIP

Lead, direct and approve the planning, development, organizing, scheduling, direction, performance and evaluation of programs and services of assigned departments. Demonstrate leadership in long-range planning and program review activities and development.

Provide leadership and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure student success; communicate the changing expectations, trends and needs of educational preparation effectively to college personnel.

STUDENT LIFE

Plan, organize, and supervise the personnel and activities of student life, student government, student leadership activities, student discipline, student clubs and organizations, and student equity. Provide leadership and guidance to all aspects of the student governance process including parliamentary procedure, committee appointments, the review and change management of the constitution and by-laws, and ASG goal development and communications; assist ASG leadership in the planning and execution of ASG overnight leadership retreats. Serve as advisor to and supervise all aspects of ASIVC, including student fundraising efforts, student activities and the Inter-Club Council; oversee and assist in developing a wide variety of activities, events and programs designed for the social, cultural and instructional development of students. Coordinate program activities, events and special activities with other student services functions and instructional programs; serve on College and District committees, task forces and other work groups; provide technical expertise concerning the College's

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

Student Life and Student Equity Programs. Supervise the preparation and implementation of the Association Students of Irvine Valley College (ASIVC) budget.

STUDENT CONDUCT

Provide leadership over, monitor, and adjudicate student discipline; adjudicate student discipline hearings and appeals when there is a violation of the student code of conduct; review judicial complaints for violations, review information surrounding alleged violations, and determine appropriate sanctions. Serve as the judicial officer for the college to conduct disciplinary meetings and determine whether a student has violated the IVC Standards of Student Conduct; supervises the process of discipline reports; meets with students; gathers data, and determines findings. Works closely with the Title IX investigator and Title IX officer once a case rises to the level of a conduct issue.

STUDENT EQUITY

Provide technical information and assistance to students, staff, faculty, administrators and others concerning the Student Equity Program requirements, interpret policies and regulations and determine appropriate courses of action in unusual and complex circumstances. Provide information and assistance to students regarding campus life, student equity and student activities; assist students in learning and adhering to District and College policies and procedures to ensure students' success. Ensure that programs, services, activities, events and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, medical and ethnic backgrounds as well as limitations of community college students. Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural. Disability and ethnic backgrounds of students.

RELATIONSHIPS

Work cooperatively and communicate with student services personnel, District and College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate and implement Student Life programs and activities, including student equity, and provide information to others. Organize, attend or chair a variety of administrative and staff meetings related to strategic planning, budget, advisory committees and other activities; participate in consultation, participatory governance and appropriate advisory committee meetings and provide in-service and workshops for employees. Attend workshops and

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

professional conferences for programs planning and development; serve on a variety of campus, district, community, and state committees; and meet with representatives of business, industry, and local government as appropriate. Chair campus committees, including Food and Beverage, Bookstore, Teacher of the Year and other committees as assigned. Participate as a member of the student services management team.

ORGANIZATION MANAGEMENT

Train, supervise and evaluate the performance of technical and support personnel as assigned; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate student needs for information and assistance; establish and monitor timelines and prioritize work. Monitor and approve staff schedules, monitor classified schedules for office coverage, process personnel paperwork and provide requested resources to facilitate services. Develop, prepare, submit, administer, monitor and review annual program budgets for assigned division, including annual budget requests for equipment, supplies and personnel. Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for student life programs, including computer hardware and software enhancements; work with Information Technology personnel on a continual basis to assist in improving relevant computer systems; learn and apply emerging technologies and advances to perform duties in an efficient, organized and timely manner.

Perform other duties as assigned. Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

A Master's degree from an accredited college or university preferably with an emphasis in guidance counseling or other related discipline within the Student Services Division.

Desirable Education

An earned doctorate from an accredited college or university.

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Desirable Experience:

At least five years of increasingly responsible student support services experience, including three years of program management and budgeting experience.

At least two years of supervisory experience, and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students.

Administrative leadership experience in the development, organization, and management of two or more student services programs, including at least one program area related to this assignment.

Licenses or Other Requirements:

A valid California driver's license.

Knowledge of:

- Title IX as it relates to student conduct.
- Appropriate safety precautions and procedures.
- Budget preparation and administration.
- California Community College Student Equity and Achievement Program guidelines and regulations.
- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College's Student Equity Program .
- College counseling practices and office operations.

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

- Computer systems and software applications related to area of assignment, including capabilities and limitations.
- Conflict resolution skills.
- Correct English usage, composition, grammar, spelling, punctuation and vocabulary.
- Current research and best practices in student success and equity.
- Democratic leadership principles as applied to student governance.
- Development and coordination of a Student Equity Program at a community college.
- District and College policies and procedures.
- District and community college organization, operations, policies and objectives.
- District policies and State and federal laws and regulations concerning student government and other student organizations and activities on a community college campus, including the California Brown Act Law, and Title IX as it related to student conduct.
- Effective oral and written communication skills, including business letter writing and report preparation,
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Federal laws and regulations and other legal parameters that affect the policies and practices of student success and equity of the District.
- Financial record keeping.
- Grant proposal writing and special funding resources.
- Information management systems and software as applied to office automation, spreadsheets, and standard accounting procedures.
- Interpersonal skills including tact, patience, diplomacy and courtesy.
- Leadership, counseling and modeling skills.
- Marketing, promotion and public relations techniques.
- Modern office practices, procedures and equipment.
- Needs and interests of community college students.
- Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
- Oral and written communication skills including public speaking.
- Planning and organizational skills.
- Preparation, publication and distribution of informational and promotional materials.
- Principles and practices of training, supervision and performance evaluation.
- Principles and procedures of community college student life programs and services.
- Principles of business administration, management, marketing and record keeping.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff and administration.
- Program review, student learning outcomes and program evaluation process.

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

- Robert's Rules of Order.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Assist in equity-related research and evaluation.
- Chair and participate in a variety of campus committees and work groups.
- Collect, compile and analyze data.
- Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
- Counsel and advise students effectively.
- Demonstrate sensitivity to, respect for, and understanding of a diverse population and academic, socioeconomic, cultural, and ethnic and disability issues.
- Develop, implement and evaluate the delivery of social, cultural and instructional support programs, operations, services and activities for students.
- Develop, implement, manage, monitor and evaluate the delivery of an effective student equity program.
- Draft, edit and submit copy related to areas of assignment for college publications.
- Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
- Envision, develop, and maintain short and long-term strategic Student Equity initiatives.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff and community members in an atmosphere of collegial decision-making and demonstrated consensus-building skills.
- Gain cooperation through discussion and persuasion.
- Instruct student leaders in the use of parliamentary procedures and the California Brown Act.
- Interpret, apply and explain applicable federal, State and local laws, rules, regulations, policies and procedures and apply them in a variety of procedural situations.
- Interview students to determine needs and qualifications.
- Learn District and State of California regulations, policies and procedures related to assignment.
- Maintain current knowledge of student life activities, events and programs.
- Maintain the security of confidential materials.
- Meet schedules and timelines.
- Operate a variety of office equipment including a computer terminal.
- Operate a vehicle, observing legal and defensive driving practices.
- Operate applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

- Operate office equipment such as computer, printer, and copier.
- Plan, organize, coordinate and direct a comprehensive student life program for a community college.
- Plan, organize, coordinate, execute or oversee large and small student functions and events.
- Prepare analytical reports, proposals and other written plans for the District, Board of Trustees, Chancellor's Office and other outside agencies.
- Prepare and administer complex budgets for assigned program areas.
- Prepare and present oral and written reports and recommendations.
- Prepare effective letters, press releases and promotional materials.
- Use automated systems to maintain records, collect data, and generate reports.
- Provide leadership to assigned college on issues related to student equity.
- Provide leadership, guidance and assistance to various student groups and organizations including student government.
- Read, understand, interpret and apply technical and legal information.
- Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
- Respond to requests and inquiries from the public.
- Train, lead, direct, supervise and evaluate the performance of assigned personnel.
- Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
- Understand, communicate, and enforce regulations effectively.
- Use automated systems to maintain records, collect data, and generate reports.
- Work confidentially with discretion.
- Work effectively with others to achieve common goals including student recruitment and retention.
- Work independently with minimum administrative direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, frequent



Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort. Often involves working evening and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment



Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work



Assistant Dean of Students
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237834>

Downloaded On: Jun. 30, 2024 9:31am

Posted Jun. 18, 2024, set to expire Jan. 28, 2025

environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact