The College of Marin’s mission is to provide educational opportunities for all students and community members: preparation for transfer to four-year schools and universities, workforce education, basic skills improvement, intellectual and physical development, and cultural enrichment. The College is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment. The College of Marin pledges educational excellence to all members of our diverse community.

DUTIES

Reporting to the Vice President for Student Learning, the Dean of Student Development and Special Services is responsible for planning, implementing, managing, and evaluating the college district’s student development and special services programs including the following programs and services: Matriculation, Testing, Student Equity, Student Learning Outcomes and related research, EOPS, Calworks, Transfer and Career Center, Counseling Department, Disabled Students Programs and Services, and Student Affairs, Student Activities, and Outreach. The Dean will plan, organize, administer and direct operations and activities of assigned services for students in accordance with District policies, educational goals and objectives, and legal requirements.

Essential Functions:

• Collaborates with internal and external agencies and community groups in the planning, development, implementation, and coordination or student support programs. Coordinates program components, support needs and materials (e.g. high school outreach programs, requests from local, state, federal agencies, grievances, appeals, etc.) for the purpose of delivering services which conform to established guidelines.

• Compiles data from a variety of sources (e.g. budgets, reports, statistical information, etc.) for the purpose of evaluating college district student development and special services, developing programs and/or services. Researches a variety of information (e.g. policies, procedures, special programs, etc.) for the purpose of ensuring compliance and/or serving as a resource for faculty and staff.

• Oversees all facets of the daily operation of associated organizational units, ensuring compliance with the college, state and federal laws, policies and regulations. Directs, supervises and evaluates the work of department supervisors, coordinators and staff, in compliance with collective bargaining agreements, District policies and established procedures. Serves as Matriculation Officer and Fair Hearing Officer on student conduct for the purpose of ensuring compliance with state and federal regulations.

• Manages assigned programs and services (e.g. matriculation program, counseling department, transfer and career center, assessment/testing office, disabled students programs and services components, student affairs, health center), for the purpose of ensuring components are implemented effectively in accordance with organization objective and regulatory compliance.

• Establishes and implements short and long-range department goals, objectives and operating procedures; monitors and evaluates program effectiveness and makes changes required for improvement. Plans short-and long-range staffing requirements, in conjunction with senior administrators, faculty chairs and staff.

• Provides leadership in the development and implementation of department communication channels and participatory governance. Facilitates communications between staff, faculty, students, community organizations for the purpose of evaluating situations, solving problems and/or resolving conflicts.
• Develops and manages annual budgets for the organization and performs periodic cost and productivity analyses. Prepares, recommends and monitors budget allocations and expenditures. Plans, develops and implements strategies for generating revenues for the various services and program; plans and direct major grant initiatives.

• Collaborates with other deans, faculty and staff to develop student services class schedules and student learning support programs, pursuant to proper course articulation policies and standards, student diversity, student needs, testing and other assessments, enrollment and program requirements.

• Collaborates with managers, faculty and appropriate staff to build, foster and advance student-centered programs, services and activities that are integrated with division goals and objectives. Meets with students and other program participants to plan, review and implement retention and follow-up services, resolve complex issues, make appropriate referrals, and conduct follow-up services as needed. Schedules placement testing and assessment activities and follow-up.

• Prepares a wide variety of written materials (e.g. funding applications, requests from local/state/federal agencies, policies/procedures, correspondence, budgets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

• Performs other duties as assigned.

DESIRABLE ATTRIBUTES AND SKILLS

• Working knowledge of principles and practices of leadership, management and supervision, the purpose, mission and goals of a community college, especially student support services, Community College programs, student services, facilities and needs, goals and objectives of the college’s educational master plan.

• Previous experience as an instructor, counselor, student services professional, or related faculty position.

• Familiarity with State Education Code sections, federal laws, regulations, and District policies related to community college student services.

• Working knowledge of the Matriculation processes and Matriculation Planning at California community EOPS, Student Equity and other programs with specific regulatory requirements.

• Strong interpersonal and written communication skills and the ability to work effectively with a wide range of constituencies.

• Demonstrated skill in the practical use of computer and instructional technology to facilitate and support student learning and staff productivity.

• Demonstrated skill in written communication, including reporting and funding proposals.

• Demonstrated skill in oral communication, including public speaking and group meeting facilitation.

• Demonstrated ability to work effectively as part of a management team.

POSITION REQUIREMENTS

1. Possession of a Master’s degree from an accredited college or university in a subject area that is taught in the California Community College system.

2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment, which may, but need not be concurrent with the required full time service.

3. Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability and ethnic backgrounds.

REQUIRED APPLICATION DOCUMENTS

A complete application packet is required for consideration in this selection process. The completed application packet includes the following:
1. A completed Marin Community College District application form;
2. A resume that details all relevant experience, training and education as well as other recent work history
3. A cover letter that summarizes applicant background as it directly relates to this position.
4. College transcripts (Unofficial copies are acceptable, however, official copies will be required upon hire)

Finalists will be asked to provide the names, titles and contact information of individuals who can verify applicable background and experience.

S A L A R Y

The successful candidate will initially be placed between $90,070 and $110,773 annually, depending on background and experience.

PRIORITY SCREENING DATE

Recruitment will continue until this position is filled and may be subject to close without prior notice. Initial screening of application materials to begin: March 9, 2007. Priority consideration will be offered to those applicants whose complete application packets are received by this date.

SELECTION PROCEDURE

Completed application packets must be received in the Office of Human Resources for screening. Those applicants who most closely meet the stated Requirements and Desirables may be asked to demonstrate their job-related skills and may be invited to a Committee interview. All applicants will be notified of the results of the selection process.

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

EOE

www.marin.edu/humanres/