



COLUMBIA GORGE COMMUNITY COLLEGE

400 EAST SCENIC DRIVE
THE DALLES, OREGON 97058
(541) 506-6000 • www.cgcc.cc.or.us

JOB DESCRIPTION

Position Title:	Dean of Students
Department:	Student Services
Employee Classification:	Management
Status:	Full-Time
Reports To:	Vice-President of Students
Date Written:	January 15, 2008; August 13, 2010
Revision Date(s):	April 18, 2012, January 24, 2017, January 23, 2018 September 12, 2018

GENERAL NARRATIVE DESCRIPTION OF POSITION

The Dean of Students provides supervision and oversight for Academic Advising, Career Services, Student Support Services, Title IX, Student Conduct, and collaborative efforts with community partner agencies. The Dean acts as Title IX Coordinator and Student Conduct Officer, and maintains compliance requirements with regard Americans with Disabilities Act (ADA), and Title IX. The Dean serves as co-chair of the Behavior Assessment Team (BAT). The Dean works in a collaborative, team environment and reports directly to the Vice-President of Students.

ESSENTIAL JOB FUNCTIONS

1. Lead and administer all aspects of advising and career services including development, implementation, evaluation, and modification of all programs.
2. Develop effective, contemporary, professional, and responsive programs to meet student needs.
3. Promote student success by implementing strategies which maximize student retention and completion.
4. Act as Title IX Coordinator in conjunction with the Human Resources Department; recruit and provide training for Title IX Investigator(s).
5. Design and provide training (e.g., seminars, workshops, etc.) to advisors, faculty, and staff in regard to advising services at Columbia Gorge Community College.
6. Act as Co-Chair of the Behavioral Assessment Team (BAT) in conjunction with the HR department.
7. Oversee all aspects of Student Conduct and related processes.
8. Provide leadership to ensure the utilization of a variety of effective and best-practice

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advising delivery systems and methodologies, including distance learners, in an environment conducive to provision of quality student support services and learning.

9. Coordinate activities, facilities, and personnel to enhance program effectiveness.
10. Maintain communications through administrative channels to and from advising staff.
11. Recruit, select, orient, supervise, evaluate, and develop advisors consistent with college needs, policies and procedures.
12. Conduct program review and assessment of Academic Advising, Career Services, Student Support Services, Title IX, Student Conduct, and BAT.
13. Develop recommended budget for areas of responsibility and monitor allocation of resources.
14. Supervise the Student Support Services Coordinator, whose responsibilities include Mental Health Services, services for students with disabilities, Title IX Investigations, and Promoting Access to Student Success (PASS).
15. Coordinate activities between multiple service areas; work to integrate and coordinate service areas.
16. Develop and coordinate the Expanded Options and Running Start programs in collaboration with local high school administration.
17. Participate in resource development and grant writing.
18. Participate in the marketing of programs through preparation of materials for the college catalog, schedule of classes, brochures, radio ads, and press releases.
19. Work with the Department Chairs, Instructional Directors, Academic Advisors, and Staff to analyze, coordinate, and develop class schedules.
20. Serve as an effective member to appointed college councils or committees.
21. Participate in monthly leadership meetings.
22. Represent the College to off-campus community groups, business and industry, agencies, or individuals as assigned.
23. Provide for effective administration of all related college policies and collective bargaining agreements.
24. Perform other duties as assigned or delegated by the VP of Students.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

SUPERVISES THE FOLLOWING STAFF

General Academic Advisors
Career Counselor
Advisor to Students with Disabilities
Student Support Services Coordinator

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REQUIRED EXPERIENCE

- Minimum of three years of administrative or management experience that includes project planning and management; budgeting; personnel selection, supervision and evaluation; program and curriculum development and assessment.
- Teaching or administrative experience at the post-secondary education level.
- Experience with academic advising, quality teaching, learning, and assessment processes.
- Experience with Career and Technical Education programs at the post-secondary level, Career Pathways, and Perkins legislation.
- Working knowledge of Title IX and Student Conduct responsibilities.
- Human resource management and fiscal management skills.
- Experience with building successful partnerships with business, community agencies, K-12 schools, and higher education, and being active in the community.

EDUCATIONAL BACKGROUND

Masters degree in student services administration, instructional administration, education, or counseling. Degree must be from an accredited institution.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Bring a spirit of enthusiasm, energy, and multi-cultural awareness.
- Possess strong written and oral communication abilities.
- Possess excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning, and decision-making processes.
- Be student-focused.
- Encourage use of technology in the delivery of support services as well as understand the challenges that faculty and students face in its use.
- Work well without close supervision.
- Follow through to completion of assigned tasks.
- Be proficient in computer applications.
- Demonstrate knowledge and good judgment in matters of college policy and procedures.
- Be able to work evenings and weekends.
- Be able to travel.

WORKING CONDITIONS

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

Physical Demands:

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate computers, objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Able to travel, work evenings and weekends.

PRESENTED BY:

_____ **Dr. Eric Studebaker, Vice-President of Students**

_____ **DATE**

APPROVED BY:

_____ **Dr. Marta Yera Cronin, President**

_____ **DATE**

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact the following persons:

For Employment

*Courtney Judah, Executive Director of Human Resources
Office: Rm 2.423
Phone: 541-506-6151*

For Educational Programs

*Lori Ufford, Associate VP of Academics
Office: Rm 2.103
Phone: 541-506-6031*

For Student Programs, Activities, and Services

*Dr. Eric Studebaker, VP of Students
Office: Rm 3.223
Phone: 541-506-6010*

To Request Accommodations and Contact for Special Needs

Auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's Student Support Services Coordinator Shayna Dahl at 541-506-6046 or the Event Coordinator in a timely manner. 541-506-6016 (TTD)

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