

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSOCIATE DEAN – STUDENT AFFAIRS - CITRUS

PAY GRADE: A1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Through close and continual collaboration and coordination with Vice President – Regional Campuses and other key student services personnel college-wide, the Associate Dean – Student Affairs – Citrus will provide a comprehensive program of enrollment/student services including recruitment, retention, assessment, advising, registration, and financial aid for the Wilton Simpson Citrus Campus. Provide direct day-to-day supervision for Citrus Campus enrollment, student life, and student services staff. Works with various community partners and serves on community boards as appropriate.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree required.
2. Years of experience in field: Three or more years experience working with a diverse student population in advising, assessment, financial aid, student life, recruitment, or retention required. Two years of supervisory experience in an educational environment required.
3. Special skills or abilities related to position: Knowledge of the College's objectives and policies relating to student development, admissions, financial aid, academic programs and graduation requirements. Evidence of positive human relations skills and ability to communicate effectively.

ESSENTIAL JOB FUNCTIONS:

1. In coordination with VP Regional Campuses and appropriate Ocala staff, coordinate, plan, implement, and evaluate a comprehensive student services program for the Citrus Campus that is consistent with the college strategic enrollment management plan (Includes but is not limited to career days, financial aid workshops, school visitations, and community events.)
2. Supervise department staff and conduct annual performance reviews for all full-time Student Affairs staff.
3. Maintain close liaison with students and staff to enable the campus to develop student service and activity programs which meet identified needs.
4. Maintain accurate student services website information and selection of hard copy forms, brochures, and informational materials at the Campus.
5. Assist with designing, coordinating, and delivering orientation programs at the Wilton Simpson Citrus Campus as necessary.
6. Assist with providing direct student services during peak periods, including providing academic and financial aid advising and registering students as appropriate.

ESSENTIAL JOB FUNCTIONS (continued):

7. Lead Student Affairs staff in multiple functional areas (enrollment, advising, assessment, financial aid, student life) by demonstrating understanding of and commitment to continuous improvement of processes and procedures for enhanced services to students.
8. Serves as chief student discipline officer for Wilton Simpson Citrus Campus, working in collaboration with Vice President – Regional Campuses, Vice President for Enrollment Management and Student Affairs, and Dean of Student Services to bring student discipline matters to resolution.
9. Provide supervision for campus student life personnel and activities.
10. Serves as campus liaison for Access Services.
11. Represent the college in a professional capacity at various on-campus and off-campus community events as appropriate,
12. Serves as a representative of the college on community organizational boards as appropriate.
13. May be required to work flexible schedule.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.

PRIMARY LOCATION OF JOB: Citrus Campus

SUPERVISOR OF POSITION: Vice President – Regional Campuses