

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DEAN – STUDENT SERVICES

PAY GRADE: A-17

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To develop, implement, supervise, evaluate, and provide leadership for the development of a comprehensive program of student services including student conduct and discipline, disability services, career counseling and career assessment, testing and assessment, retention and student success services, Student Assistant Program, Early Support Program (ESP), and ombudsmen services for students, faculty and the community.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A Master's degree in counseling, vocational rehabilitation, psychology, educational administration, student personnel or a related field is required. Doctorate preferred.
2. Years of experience in field: Five years of experience required, including three years of administrative experience, preferably in a community college student affairs setting, which should include one or more of the following: student conduct, ombudsmen, counseling/advising, retention and student success, disability services, career counseling, vocational evaluation, assessment/testing, administration, remediation, or a related area.
3. Special skills or abilities related to position: Experience in counseling and advising students who are experiencing a wide variety of challenges. Experience in conflict resolution and in handling cases involving students who violate the Student Code of Conduct. Knowledge of the legal issues related to due process and student judicial proceedings. Knowledge and skills with Early Support Programs and models for student retention. Knowledge and experience with the ADA and students with disabilities. Ability to work well with faculty, staff, students and parents. Ability to problem-solve using excellent professional judgment in a wide variety of often complex situations. Experience in administering and interpreting academic, vocational and psychometric tests.

Special skills or abilities related to position: (Continued)

Experience working with the local business/industry community. Knowledge of community and College workforce development programs, the agencies/organizations involved and regulatory requirements. Ability to acquire knowledge of college policies and procedures. Evidence of effective communication and human relations skills. Expertise in career counseling, and experience in supervising a comprehensive crisis counseling program.

ESSENTIAL JOB FUNCTIONS:

1. Provide leadership and supervision for Student Services programs which includes student conduct, disability services, career guidance, testing and assessment, retention and student success services, Student Assistance Program, Early Support Programs, ombudsmen services, and student learning outcomes.
2. Perform the role of judicial officer in regards to student conduct and discipline.
3. Oversee the administration and interpretation of academic, vocational and psychometric tests and situational assessments to students and customers and prepare evaluation reports.
4. Provide a wide variety of guidance and referral services to assist students and other customers.
5. Work with industry employers to plan, implement, and administer assessment programs.
6. Supervise and promote the operation of the assessment and testing centers.
7. Develop and implement a variety of educational and informational workshops for students, faculty and staff.
8. Serve as the CF American with Disabilities Act (ADA) Coordinator for Employees.

(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)

PHYSICAL DEMANDS:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Moderate lifting and carrying (up to 30lbs).
- Walking, climbing stairs.

ENVIRONMENTAL CONDITIONS

- Works inside in an office environment

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

PRIMARY LOCATION OF JOB: Ocala Campus; Building 5, Student Union

SUPERVISOR OF POSITION: Vice President of Student Affairs