

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
MARCH 2021

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| TITLE: | Dean of Student Success |
| POSITION: | Exempt, Full Time 12 month position |
| DIVISION: | Academic and Student Affairs |
| SUPERVISION RECEIVED: | Vice President of Academic and Student Affairs |
| SUPERVISION EXERCISED: | Director of Housing and Student Life, Culinary and Campus Store Services, Student Employees, Work Study Students, and Associated Student Body |

SUMMARY: Reporting to the Vice President of Academic and Student Affairs, the person in this position will be responsible for creating and developing a student success center on campus. The Dean will be responsible for providing leadership and management for the student services division, as well as creating and encouraging teamwork and collaboration among all staff within Dawson Community College. The Dean leads and engages in strategic planning and promotes creative ideas that enable the student services division and the college to be more productive, efficient, and continuously improve services. The Dean is expected to hold and promote the attitude that every student can be successful, that the purpose of the college is to enable students to be successful, and to utilize the authority of the position to enable that success. Supervise and coordinate all activities of student success (Counseling Services, Student Life, Housing, Culinary and Campus Store Services). The position involves supervisory, budget, strategic planning, and direct student care activities. The Dean will plan and execute programs that promote health, student life safety and student well-being.

Additionally, great computer skills and effective communication are essential. It is necessary that the Dean understand and utilize a variety of tools to determine the results and processes of new programs for them to be able to pass along this information to the Vice President of Academic and Student Affairs. Keeping up-to-date with changing technologies and new theories of health are critical to this position.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and university policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Leads the student services division in developing and upholding, its mission, vision and goals
- Develops Student Success Center or Student Support Services on Campus
- Responsible for overall direction and supervision and/or creation of campus health, counseling, career and employment services, DCC judicial process, special populations, student life, student housing, culinary and campus store services and campus programming
- Reviews and evaluates the following staff: Director of Housing and Director of Culinary and Campus Store Services.

- Actively involved in issues that impact student services and students
- Supports students by coordination monthly student activities
- Serves on designated college standing committees, and professional organizations
- Responsible for the student code of conduct and participates in the student conduct process
- Responsible for student life and works to develop plans for programs and services to promote student life on campus
- Oversees all clubs and advisors as well as monitors club activities
- Schedules club sign ups during orientation week
- Advises the Associated Student Body (ASB)
- Advises the Vice President of Academic and Student Affairs in developing and interpreting data relating to student services to ensure programs correlate with community needs
- Recommends and reviews policies and procedures for the student services division, on a three year cycle, to continuously improve both efficiency and friendly service to our students
- Coordinate care, manage, and refer students to collaborating physician as deemed necessary
- Maintain confidential medical record documentation on each student counseled in respect to Federal and State laws
- Serve as a life coach for students (utilize Strength Finders, Colors, Meyers Briggs etc.)
- Ensure student life and Housing develop programs to discuss harassment, bullying, sexual assault, consent, drugs, tobacco, alcohol and other related issues
- Participate in the Title IX process
- Play a critical role in Resident Life Kickoff, Orientations and programming to students and parents
- Provide training and support to both faculty and staff
- Participate in and assist in providing training programs to Resident Advisors, ASB and other student groups
- Work closely with all services on campus to ensure positive experience for students (tutoring, advising, registration, etc.)
- Work closely with the Dean of Academics; coordinate and communicate to assist students with IEP or 504 Plans
- Provide advice and assistance in postsecondary course selection as needed
- Prepare budget recommendations and complete purchase of equipment and supplies
- Perform duties in accordance with governing Federal, State and local laws
- Lead Annual Security and Fire Safety Report Task Force
- Lead Biennial Drug and Alcohol Free Task Force
- Administer mental health programs and resources available to DCC students through the Office of the Commissioner of Higher Education
- Assist in writing and procuring grant funding to further support student life and housing
- Create a Student Care Team and identify emergency protocols
- Implement and Administer RAVE Emergency Alert System
- Serve as the Student Affairs Officer (SAO), representative for DCC in state SA) calls
- Work with Montana Campus Compact as the DCC representative
- Demonstrated excellent administrative and management skills
- Demonstrated ability to be a critical thinker, to make sound judgment, and employ a strong reasoning ability.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Other duties as assigned.

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment – Assesses annual performance and works closely with the enrollment management team.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Minimum Requirements:

- Master's Degree in an appropriate field
- Minimum of three years of experience in a college student services position
- Demonstrated leadership in campus operations and student services administration using quality improvement principles and teams.
- Proven skills in conflict resolution.

- Ability to effectively communicate ideas and information, in written and oral format, to students, staff, professional colleagues, governing boards, and the general public in large or small group settings.
- Valid Montana Driver's license

Preferred qualifications:

- PhD/Terminal Degree
- Experience in a collegiate health and wellness setting
- Health services administrative leadership experience
- Information and other administrative systems
- Experience in Residence Life

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Katherine Carrier, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: kcarrier@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____

DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____

DATE: _____

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