

DEAN OF STUDENT SERVICES

Reports to: Vice President for Student Learning
Classification: Full-time, 12-month Employee
Pay Status: Senior Administrator, Exempt
Fringe Benefits per Board Policy, Meal Plan and Cell Phone Allowance
Starting Salary range \$65,000 - \$75,000

This position reports to the Chief Academic Officer and is responsible for the leadership of the College's student services and programs in accordance with board policy. The dean shall develop and implement programs and services that support the success, safety, and personal development of all students, as well as enrollment management units and their interaction with other units of the College. The Dean of Students works closely with administrators and faculty. Duties include, but are not limited to:

Essential Functions

- Provide premiere quality service to all constituencies of the College.
- Engage in continuous quality improvement and professional development.

Duties and Responsibilities

- Serve as the Chief Student Affairs Officer for the institution.
- Directly oversee and assist the directors of the student service areas of the College, including registration, financial aid, international student services, student life, residence life, counseling, advising, admissions, student conduct, compliance, Chanute campus food pantry, and ADA,
- Oversee the administration of student disciplinary and code of conduct issues per College policies in collaboration with the Director of Residence and Student Life. This includes appropriate investigation and resolution of incidents and situations,
- Process and track all requests for reverse transfer candidates,
- Coordinate and implement student requests for disability services under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 (ADA), including requests for service animals and emotional support animals,
- Perform degree audits, along with the Director of Advising and Counseling, for all graduate candidates to verify requirements for conferral,
- Administer compliance with the Stop Campus Hazing Act, Jeanne Clery Campus Safety Act, Drug-Free Schools and Communities Act of 1989, State Authorization and Reciprocity Agreement, and Department of Defense MOU, among others,
- Construct the Enrollment Management Calendar for the College,
- Facilitate student services such as the food pantry, airport shuttles, team meal money over break, student health clinic, and liaison with the cafeteria.
- Serve as deputy Title IX coordinator and primary investigator for all student investigations.
- Attend college events to show support for students as time permits.
- Publish the annual student handbook which contains the Student Code of Conduct.
- Coordinate Move In Day activities,
- Perform other duties as assigned by the Vice President for Student Learning.

Education and Experience

- Supervision of staff within a student development department, preferably at a community college.
- Evidence of oral and written communication skills and strong computer skills.
- Master's degree in related discipline, such as higher education, counseling, or student personnel, with 5

- 7 years of student service experience, with progressive leadership roles.
- Doctoral degree preferred.
- A minimum of 5 years of supervisory experience in an academic institution is required.
- Valid driver's license required, with the ability to be insured by the institution's insurance carriers

Working Conditions

- Normal office working environment. Ability to sit in an office chair and/or use of a stationary desk for the majority of the workday while operating a computer and associated equipment is required.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Some travel during normal working hours will be required.
- Time commitment in excess of a forty hour week will sometimes be required.
- Ability to lawfully operate and/or drive a motor vehicle during the course of employment is required

Application

Please submit a letter of application, resume with names and phone numbers of five references unofficial transcripts, and NCCC employment application to: Human Resources Director, Dean of Student Services, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/Careers. Review of applications begins upon receipt.

Background and Motor Vehicle/Driving Record Checks

"All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment."

Non-Discrimination

The current non-discrimination policy can be found at:
<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

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