



Job Description

Job Title: Dean of Student Affairs

FLSA Status: Exempt

Grade: 13 - \$92,310 - \$105,000 DOE

Department: Student Affairs

Reports to: Vice President of Academic and Student Affairs

Job Summary

The Dean of Student Affairs will provide innovative vision and leadership for the division while cultivating a caring learning environment centered on student success.

Reporting directly to the Vice President of Academic and Student Affairs, and an integral member of the Vice President's Leadership Team, the Dean oversees a diverse and talented staff that includes both administrators, and staff. This role will work very closely with directors on the vision and execution of all activities, programs, functions, and support services related to the goals of the Student Development departments; vision and executive of all activities and functions related to the Enrollment Management departments and processes and procedures related to Access and Student Success department.

The Dean will lead strategic planning efforts to attract and enroll a highly qualified student body and implement co-curricular programs that will enhance the student and residential experience on campus. The Dean must be committed to collaborating with their staff, other senior College leaders at GCCD and across the state and key off-campus partners to meet the goals of the positions and the institution.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Develop and execute an effective enrollment management strategy in coordination with institutional partners; collaborate with the division of Academic Affairs to execute institutional student enrollment and academic intervention initiatives that champion the synergies in the two areas for student success.
- Ensure that institutional policies and practices provide fair and equitable treatment of all students and applicants; review programs and services within the division to ensure compliance with all relevant state and federal laws and college policies including but not limited to Title IX, Annual Fire, and Safety Report and Drug-Free Schools and Campuses Act Report.

- Build successful strategic and operational partnerships with colleagues at all levels of the College and across the state with particular emphasis on close work with the faculty and academic affairs division in support of student success.
- Engage on campus and through communication channels as a champion of the student experience and an advocate for programs and policies to support the strategic plan and the work of the division, including the development of active and ongoing communication programs with students through the student trustee and related student activities.
- Provide executive leadership, strategic planning, and oversight of all units within the Division of Student Affairs in the areas of student learning, community development, policy development, and management of the fiscal, facility, and human resources.
- Be a visible and accessible member of the community, committed to diversity, equity, inclusive excellence, and a sense of social and racial justice in all aspects of the student experience.
- Ensure that the college is in compliance with all state, federal, accrediting, and other regulations pertaining to student areas.
- Assist with the cultivation of an enhanced, inclusive, and engaging student experience that supports campus life.
- Responsible for supporting the success of students by leading the College's initiatives to create and sustain a campus culture and climate that welcomes and embraces diversity and inclusion of all members.
- Provide leadership to ensure that the division designs, develops, evaluates, and delivers a comprehensive array of programs and services which fulfill the institutional mission in the areas of enrollment, student success, and student support.
- Conducts regular evaluation of services provided and makes adjustments as needed.
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the college, while ensuring compliance with state or federal laws that may impact department initiatives.
- Campus Security Authority: This position has been designated as a CSA because it involves significant responsibility for student and campus activities and/or responsibility for campus security. As such, any person in this position must report to the Clery Compliance Officer (CCO) a crime or an incident that might be a crime that he/she becomes aware of.
- Other duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- A Master's Degree in Student Services, Student Personnel Administrative, Higher Education Administrative, or a related field with a minimum of five years of experience working in Student Affairs and/or Enrollment Management.

- Possess a valid Class C driver's license.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- A demonstrated record of effective leadership in increasingly responsible positions in higher education, including supervision and coordination with other professionals.
- Experience with modern Student Information Systems such as Banner or Colleague.

Preferred Qualifications

- Doctorate Degree.
- Bilingual.
- Previous work experience consistent with the position.

Competencies for Successful Performance

Knowledge of:

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.
- Enrollment processes and trends in order to support the creation and implementation of proven strategies to attract and enroll students in degree programs and credit-bearing non-degree courses.
- Automated systems and the ability to effectively utilize information technology to develop reports.

Ability to:

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Develop a highly collaborative working environment to achieve individual, individual, divisional, and College-wide goals.
- Take strategic and intelligent risks, identify innovative opportunities, and participate in a decision-making process that is data-informed, collaborative, and contextualized by the human factors involved.
- Work with and advocate for traditionally underserved students and to support faculty and staff in meeting these needs with a commitment to diversity, equity, and inclusion.
- Communicate effectively both orally and in writing.
- Lead collaborations between student affairs and academic affairs.

- Manage all aspects of student life that support enrollment and retention.
- Build relationships across campus with faculty, staff, and students and foster positive collaborative community partnerships.
- Have a strong sense of personal and professional integrity and tolerance for differing points of view.
- Experience developing and implementing College-wide and divisional strategic plans.
- Collaborate with many diverse constituencies.
- Be transparent and relational leadership style that fosters collegiality and collaboration in the decision-making process and that originates from empathy, compassion, and care.
- Inspire others.
- Have competence in leadership, planning, assessment, and budgeting.
- Commit to qualify student-centered service and student success.
- Experience working with a diverse faculty, staff, and student body and an ability to promote a campus climate that supports GCCD's values and encourages equity and inclusion.
- Experience managing and supervising multiple departments within Student Affairs.

Skill in:

- Performing various duties, frequently changing from one task to another.
- Active listening.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
- Strategic thinking and analytical problem-solving abilities.
- Strong interpersonal, including written and verbal communication, and excellent public relations.

Supervisory and Management Responsibility

- Administrative and classified Staff.

Physical Demands *(The physical demands described below 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 qualified individuals with disabilities to perform the essential functions.)*

- Prolonged periods of sitting at a desk.
- Must be able to lift up to 20 pounds.
- Work schedule requiring some evenings and weekends.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.