



**EL CAMINO COLLEGE COMPTON CENTER**  
**EMPLOYMENT OPPORTUNITY FOR:**  
**DEAN OF STUDENT SERVICES**

**FLSA: EXEMPT**

**POSITION DESCRIPTION:** Under the direction of the CEO, provide overall leadership in planning, organizing, and directing: 1) student support services; 2) institutional research, planning, and development; 3) enrollment management, outreach and recruitment services in a multicultural diverse environment. Areas include: Admissions and Records, Financial Aid, EOP&S/ CARE, DSPS, Counseling, Matriculation, Student Equity, Student Life, Athletics, Federally Funded TRIO Programs, Transfer Services and all other student support services; long-range planning, research, grant writing; outreach and recruitment services for schools, administration of the department budget; supervise and evaluate the performance of assigned personnel.

**RESPONSIBILITIES/DUTIES:**

1. Provide planning, technological, research and administration to offer services and programs that advance the educational mission of the El Camino College Compton Center.
2. Plan, develop, recommend and administer policies and procedures related to Compton Center and department planning on Student Affairs matters.
3. Plan, direct, administer and evaluate the Student Affairs programs of the Center, including Admissions and Records, Athletics, Counseling, DSPS, EOPS/ CARE, Financial Aid, Matriculation, Student Equity, Student Life, Federally Funded TRIO Programs, Transfer Services and all other student support services areas; assure compliance with Compton Center, state and federal laws and regulations.
4. Supervise and direct the self-study and program review of assigned departments through a shared governance process.
5. Supervise and direct various research and institutional projects, studies and update programs, functions and objectives of the Student Affairs departments.
6. Supervise and evaluate the performance of assigned administrative, faculty, managers and classified staff; interview and select personnel and recommend transfers, reassignments and disciplinary action, as appropriate.
7. Assure compliance with the Compton Community College District Faculty and Staff Diversity Plan.
8. Plan, coordinate and train assigned Student Affairs personnel.
9. Coordinate and administer the planning, development and management of the budget for the Student Affairs Division; make recommendations to meet the educational and support needs of the Center's students and community.
10. Provide administrative leadership for program review and continuous improvement of Student Affairs by developing and implementing student support programs and services within fiscal and educational standards established by the Center.
11. Oversee the coordination of Student Affairs computer-related functions; recommend new uses of computer information technology.

12. Attend and conduct a variety of meetings, workshops, conferences and other related activities; serve on or chair assigned committees and councils; represent the Center in meetings of the community and other educational institutions.
13. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files pertaining to assigned Student Affairs activities and personnel.
14. Perform other duties as may be assigned by the CEO

**REQUIRED QUALIFICATIONS:**

- Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, AND
- Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS:**

- Ph.D. or Ed.D. from an accredited institution.
- Meeting minimum qualifications in one or more faculty service areas
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere.
- Demonstrated strong interpersonal skills.