

Minnesota
State Colleges and Universities

**EXCLUDED STAFF
POSITION DESCRIPTION**

FOR PERSONNEL OFFICE USE ONLY

Benchmark:
Title:
Current Range: 5
Range Description: MnSCU Admin
Date Range Approved:
PCN: 1063992

Employee Name: OMITTED

College/University: Minnesota State Community & Technical College


Department & Program: Administration/Student Services

Position Title: Dean of Student Access

Assignment Specialty, if applicable: _____

Employee Signature: _____ Date: _____

Note: You must include an organizational chart with this position description.

Supervisor's Signature:  Date: 6/28/12

Supervisor's Title: Vice President of Student Services

**Appropriate President/Vice President/
Vice Chancellor or College/University**

Designee's Signature: _____ Date: _____

College/University Designee's Title, if applicable: _____

REQUISITE QUALIFICATIONS *(Enter minimum number of years of formal education and/or experience that is required for this job. Do not list preferred qualifications, or your own current educational qualifications.)*

Education: Master's degree in related field

Professional Licensure/Certification: N/A

Experience: 5 years experience in an administrator position in a college or university setting; supervisory experience in student services.

Type of experience:

Other Special Requirements:

QUALIFICATIONS FOR APPOINTMENT

- A. Knowledge, skills and abilities required to perform duties and responsibilities:
- Knowledge and experience in managing functions and employees in counseling, admission, registration, enrollment management, financial aid, student due process procedures, career services, and housing.
 - Knowledge and experience in academic/student policies and procedures which lead to ease of access to higher education.
 - Skill in written, oral and presentation communications, human relations, leadership, management, research, assessment, institutional effectiveness, planning, implementation of policies and procedures and service improvement.
 - Ability to lead, motivate, change systems, solve problems, resolve conflicts and work collaboratively with the Vice President of Student Services, faculty, staff and students within the context of the mission and priorities of the campus and the college.
- B. Physical requirements (*e.g. lifting and carrying equipment and materials, required overnight travel*):
- Ability to work long and/or non-routine hours during peak periods and at other times.
 - Ability to maintain composure in stressful situations.
 - Meeting travel required frequently, conference/overnight travel required once or twice per year.

DIMENSIONS: (*Attach detailed organizational chart which clearly indicates reporting lines and supervisory responsibilities.*)

Budget: Salary: \$1,500,000 (est.) Operating: \$475,000 (est.)

Direct Supervision: [*This refers to the number of supervisees that you directly supervise*]

Note: Do not include leadwork or functional supervision.

FTE Employees: 12

HC Non-Credit Employees (if applicable):

Position Assigned to Work: indicate number of months per year: 12 months/year;
indicate whether full or part-time: ☒ full time; ☐ part-time

POSITION SUMMARY *(One or two sentences summarizing the primary purpose for which this position exists):*

This position exists to provide overall leadership and supervision for the Student Access areas including counseling, career services, financial aid, housing, enrollment management, and student appeals processes related to access policies and procedures. The position exists to align student services functions with the academic process and persistence and completion goals of the College. This position serves as one of the Vice President of Student Services' designees and must be able to make organizational decisions and sign internal, state and federal documents on behalf of and/or in the Vice President of Student Services' absence. This position involves significant discretion and substantial involvement in the development, interpretation and implementation of M State and MnSCU policy and procedure.

DUTIES AND DELEGATED RESPONSIBILITIES: *(Percent of time should reflect time over the course of a year. Use additional sheets as necessary to provide a detailed description of these responsibilities. Please identify any special work conditions such as the requirement to "live-in", on-call duty, evening assignments, etc.)*

| <u>Resp. #</u> | <u>% Time</u> | <u>Description</u> |
|----------------|---------------|---|
| 1 | 45 | Operational Leadership/Management |
| a) | | Manage Student Access staff to ensure an integrated, inclusive and quality service environment for students and other internal and external customers. |
| b) | | Manage the counseling, career services, enrollment management, financial aid, housing, orientation, and student appeals functions and processes to assist all students in the initiation of their educational and personal goals. |
| c) | | Manage the student services appeals process and serve as the decision-maker on challenges to appeal decisions made by the Director of Financial Aid and Director of Admissions. |
| d) | | Coordinate department policy review process and the college student services policy review process as it relates to student access policies and procedures. Develop, recommend, administer, implement and evaluate as needed, college policies, regulations, procedures and practices for institutional effectiveness and compliance with federal, state and system regulations, directives and guidelines. |
| e) | | Manage the department budgets, equipment and technology acquisition and advocate for and assist the department in using new methods and processes to improve services to students. |
| f) | | Coordinate College access efforts and initiatives. |
| g) | | Write grants to strengthen Student Access resources and enhance Student Access initiatives. |

| <u>Resp. #</u> | <u>% Time</u> | <u>Description</u> |
|----------------|---------------|--|
| 2 | 30 | Staff Leadership/Management |
| a) | | Work collaboratively with the Vice President of Student Services, college leadership team, campus and college faculty and staff to implement college initiatives and MnSCU goals to support student and community success. |
| b) | | Participate in college planning and budgeting processes. |
| c) | | Participate in accreditation and quality improvement initiatives. |
| d) | | Make decisions related to employees and employment practices in accordance with bargaining unit contracts and human resources policies and procedures. |

- e) Evaluate staff and develop benchmarks, goals and objectives from which to measure progress and success.
- f) Hire, supervise, provide training and work direction, evaluate performance, recommend transfer, promotion, rewards, adjust grievances, and administer discipline of professional and clerical support staff as appropriate.
- g) Manage the professional development of Student Access staff and other staff as assigned by the Vice President of Student Services.
- h) Participate as a representative of the campus and college between and among appropriate institutions and agencies.
- i) Provide college-wide Student Access leadership.

| <u>Resp. #</u> | <u>% Time</u> | <u>Description</u> |
|----------------|---------------|--|
| 3 | 15 | Monitor and promote the College's enrollment performance |
| a) | | Respond to the reporting needs of the College Cabinet, Combined Deans, and College constituency groups with enrollment data. |
| b) | | Develop and maintain the College's Strategic Enrollment Management (SEM) plan. |
| c) | | Partner with the Director of Marketing on recruitment initiatives. |
| d) | | Coordinate and ensure communication to membership of campus level and college level SEM initiatives. |

| <u>Resp. #</u> | <u>% Time</u> | <u>Description</u> |
|----------------|---------------|--|
| 4 | 5 | Equal Opportunity and Affirmative Action |
| a) | | Assure compliance with all policies, plans and procedures |
| b) | | Assist the Affirmative Action Officer in realizing the hiring goals. |
| c) | | Identify solutions to improve the College's pursuit of its EO/AA goals and objectives. |

| <u>Resp. #</u> | <u>% Time</u> | <u>Description</u> |
|----------------|---------------|--|
| 5 | 5 | Other Duties As Assigned by Vice President of Student Services |
| a) | | Serve as one of the Vice President of Student Services' designees in her or his absence and fulfill all other duties as assigned by the Vice President of Student Services to support the academic mission of the college. |

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position will be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under her/his supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.