

San Joaquin Valley College
Job Description

Job Title: Evening Dean
Department: Academic Affairs
Reports To: Campus Director
Status: Full-time, Exempt

Summary: Under the direct supervision of the Campus Director and technical supervision of the Vice President of Administration the Evening Dean is considered the lead campus administrator during the evening session. In situations necessitating immediate resolution, when other campus administrators are unavailable, the Evening Dean will exercise discretionary authority in making decisions. These decisions will be binding pending review by the appropriate campus administrators.

Essential Duties and Responsibilities:

Administrative

- Maintains visibility in the hallways during class
- Maintains visibility and intermingles with students during evening break
- Conducts informal in-class observations of instructors
- Monitors class beginning and dismissal times
- Assists all instructors in enforcing dress code regulations
- Assists in the coordination and implementation of regular evening faculty meetings in conjunction with the Academic Dean
- Assists in the counseling of evening students relative to academic and personal concerns in conjunction with the Dean of Student Services
- Utilizes the resources available in the Student Resources Center to assist students with transportation, housing, child care and part-time job concerns
- Assists students with book store and student store supplies
- Collects all class attendance rosters each evening from all instructors and places them in the Registrar's communications box
- Collects all grade sheets from evening instructors on the last day of each term and places them in the Registrar's communications box
- Assists with the dissemination and collection of all student class evaluations and other surveys as directed by the Academic Dean
- Performs other duties as assigned

Student Services

- Accepts and reviews resumes for mentoring program
- Interviews and hires eligible student applicants
- Conducts new hire process with those selected
- Meets daily with mentors to review call list
- Makes appropriate day-to-day updates to the call list
- Reviews probation and transfer of concern lists; divides students on lists among mentors according to mentor's area of strength
- Meets with students to set up tutoring sessions with an appropriate mentor
- Contacts students with five or more consecutive days of absence
- Informs students with excessive absenteeism of the mentor tutoring that is available to them
- Conducts weekly meetings with mentors

- Collects and reviews mentor timesheets; forwards to the Administrative Assistant to input and process
- Listens to students with problems and/or concerns
- Refers students to the appropriate department for further assistance and follow up
- Acts as the liaison between students and the Dean of Students for student leave requests
- Acts as the liaison between mentors and faculty, administration and students
- Acts as co-coordinator of the Master Student seminars; purchases refreshments, maintains supplies and coordinates facilities and equipment
- Acts as Campus Events Coordinator; coordinates campus appreciation and social activities
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

Supervisory Responsibilities: Supervises evening Security and assists with supervision of evening faculty. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Services – Manages difficult or emotional employee and/or student situations; responds promptly to employee and/or student needs; solicits employee and student feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens to get clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Change Management – Communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.

Delegation – Delegates work assignments; matches responsibility to the person; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.

Managing People – Takes responsibility for subordinates' activities; makes self available to staff; develops subordinates' skills and encourages growth; improves processes, education and services.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks.

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 – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follows instructions; responds to management direction; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternative plan.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Baccalaureate degree in education, management, organizational management/behavior or related area. Must possess a minimum of 5 years of management and supervision experience, with preference in college administration.

Language Skills – Ability to read and interpret documents such as safety rules, and policy and procedure handbooks; ability to write routine reports and correspondence; ability to speak effectively before groups of employees or students of the campus.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to use common sense in all situations; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Physical Demands: The physical demands described 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.