

Colorado Mountain College

Position Description

Title: Associate Dean of Academic and Student Services
FLSA Classification: Exempt (Salary)
Hiring Salary Range: \$90,429.29 – 100,476.99

Primary Responsibility

Under the direction of the Campus Vice President, the Associate Dean of Academic and Student Services creates and implements policies and systems that fulfill the mission of the campus.

Pre-requisites for Position (Qualifications Standards)

1. Education or Training: Master's degree from an accredited institution with a concentration in academic, student services administration, accounting, finance, personnel, general administration
2. Experience in the field: Four years of combined experience in academic and student services
3. Special Skills or abilities related to position: Knowledge of: current principles, practices, and trends in higher education and business administration; state and federal laws, regulations and codes governing same; and trends and developments in technology that support areas of responsibility.
4. Ability to: facilitate cooperation through discussion and consensus-building; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of organizational goals; implement policy to effect a functional administrative delivery system; ability to provide leadership in order to implement institutional and divisional goals; communicate effectively orally and in writing; establish cooperative working relationships in the course of performing assigned duties; manage and lead others; multi-task, problem solve, and make appropriate decisions.

Essential Duties

1. Manage day to day operations and systems with responsibility in the areas of instruction, student services, finance, and human resources.
2. Collaborates with others throughout the College and community to promote unity and further the vision of the college and the campus as it responds to the changing needs of the community.
3. Oversees student counseling.
4. Evaluates student recruitment and retention.
5. Evaluates and develops effective success programs, campus marketing plans.
6. Plan and executes student orientation and graduation.
7. Has direct supervisory oversight and accountability for assigned staff.

8. Provides leadership and oversight for the development and delivery of educational programs (credit and non-credit).
9. Evaluates and monitors processes that support quality instruction and continuous improvement of student learning.
10. Analyzes and develops process improvements to support campus financial health.
11. Works to ensure continuous flow of information regarding academic and student services to internal and external stakeholders to provide transparency concerning operations of the campus.
12. With the leadership of the Vice President and/or Campus Dean, align instruction, workforce training, student development, and academic administration to optimize college resources and achieve the vision of First Choice.
13. Provides administrative leadership/support for academic and student services.
14. Oversees, directs, participates and leads activities to continually analyze and develop process improvements.
15. Leads initiatives that ensure excellence in service for new students and success for continuing students in student and/or academic affairs.
16. May serve as the Campus Vice President in his/her extended absence.
17. Performs other duties as assigned.

Special Conditions of Employment

Background check and MVR required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Successful completion of a background check is required. May require travel and evening/weekend hours.

Working Conditions

This position requires constant sitting, occasional walking, standing, and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend, write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

Supervision of the Position

This position receives general direction from the Vice President and/or Campus Dean

80% of 102000@70% + 162000@30%
110.110524.69

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.