

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Dean of Student Services			<i>BOT Date:</i> Sep 10, 1996
<i>Level:</i> ADM05	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> A0507	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Responsible for the supervision, administration and implementation of campus student support services which complement the instructional programs of the College. Student support services include academic advising, counseling, Admissions/Records/Registration, student government, testing, student conduct adjudication, career planning and placement, orientation, disabled student services, Honors program, and daily activities of financial aid services. Provides vision and direction in planning, organizing and leading student development programs which fulfill the College's mission and comply with College policy and procedure.

### KEY RESPONSIBILITIES

### % OF TIME

1. *	Supervises all personnel supporting student services functional areas.	25%
2. *	Selects, develops and evaluates all faculty, professional and classified staff in Student Services.	5%
3. *	Develops and maintains a continuous strategic planning process for all functional areas of Student Services.	15%
4. *	Coordinates marketing, recruitment, orientation, and retention activities for the campus.	10%
5. *	Responsible for student discipline to include administering the judicial system and academic petitions/appeals of students as established by the College.	15%
6. *	Develops and maintains communication and collaborative programming initiatives with various campus, College and community constituents.	10%
7. *	Monitors and evaluates the campus environment for student support services to include facilities, security, safety, materials and resources.	5%
8.	Ensures compliance and administers state and federal laws, College policies and procedures relating to student service functional areas at campus/College level.	5%
9.	Develops, administers and monitors annual capital and operational budgets for Student Services.	5%
10.	Prepares and submits timely and accurate reports as requested on behalf of student support services and student development programming.	5%
11.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Master's Degree required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.	
<i>Impact on Grant Funds:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact on Revenue Generating:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Makes decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Highly Complex: Independent judgment is required to recommend departmental or school/center objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problems are complex, varied and only mildly related to those seen before. Must be able to develop new and nonstandard approaches.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.	
<i>Nature of Work Supervised:</i>	Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or schools/centers of HCC.	
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several schools.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	