

## NOTICE OF VACANCY

### Assistant Dean of Student Services

**REPORTS TO:** Vice President of Administrative and Student Services

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse population and inclusive environment brings to a community college. The successful Assistant Dean of Student Services (ADOSS) will be an equity-minded individual committed to successfully fulfilling the institution's mission.

Reporting to the Vice President of Administrative and Student Services, the ADOSS serves as a key member of the Vice President's senior management team and provides operational support and counsel to the Vice President. The ADOSS has supervisory responsibility for Judicial Affairs, Law Enforcement Training Academy (LETA), Student Housing and Residence Life, and Title IX.

More specifically, the ADOSS is responsible for the following:

### DUTIES AND RESPONSIBILITIES

- Assess needs, initiate and coordinate services to address determined needs.
- Assist in various orientation activities.
- Assist the Office of Public Relations with developing and maintaining a plan for marketing and promoting the student engagement experience through various mediums.
- Assist the Office of Public Relations with maintaining department social media outlets, websites, etc.
- Assist with annual updates and publishing of the student handbook.
- Assists with data collection and analysis for strategic/long range planning for student services goals, development and implementation of College strategic plans, requests, and reports.
- Attend and represent the department at administrative meetings, professional conferences, and relevant workshops.
- Attend monthly division meetings and submit reports timely.
- Collaborate with the Associate Dean of Students in seeking creative partnerships for providing excellent programming resources to students.
- Collaborate with other administrators, faculty, and staff in coordinating activities and programs.
- Communicates and shows accountability regarding project assignments.
- Conduct periodic evaluations of various departmental activities or programs.
- Conduct timely staff meetings.
- Conducts annual performance reviews with the staff.
- Conducts regularly scheduled (at least monthly) staff meetings and files minutes.
- Coordinates the development of annual goals and objectives for the various departments assigned.
- Direct all personnel and student services programs under his/her supervision including providing oversight for budgets.
- Maintain and approve timesheets requests timely for assigned staff (including work-study).

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## **DUTIES AND RESPONSIBILITIES (cont.)**

- Oversee judicial affairs including but not limited to development and implementation of the student conduct process and interpret regulations for students and faculty.
- Oversee all student housing and residence life functions of the College by providing direct supervision to the Director of Student Housing and Residence Life (i.e., coordinate training, implement residential programs, maintain inventory, coordinate facility maintenance and repairs, maintain the department budget, etc.).
- Prepares, submits, and oversees the budget for the college functions he/she supervises (i.e., LETA, Student Housing and Residence Life, etc.)
- Provides leadership in the development of a vision and long-range plan and establish departmental goals for areas of responsibility.
- Pursue continuous professional development opportunities through participation in accredited associations such as the Southeastern Association of Housing Officers (SEAHO), Mississippi Association of Housing Officers (MAHO), and the National Association of Student Personnel Administrators, and the National Association of Student Affairs Professionals (NASAP).
- Represents the Vice President of Administrative and Student Services at various functions within and outside the institution as assigned.
- Responsible for staffing the various departments assigned (i.e., LETA, Student Housing and Residence Life, etc.).
- Serve as Title IX Coordinator and oversee all matters pertaining to Title IX including but not limited to compliance, enforcement, investigations, hearings, professional development trainings, etc.
- Serve on and/or chair various committees as assigned.
- Supervise professional staff in assigned areas.
- Perform other duties as assigned by the Vice President of Administrative and Student Services.

## **MANDATORY QUALIFICATIONS**

- Master's Degree in Educational Leadership, Higher Education Administration, Student Personnel Administration or related field from an accredited college or university.
- Five years of progressively responsible professional experience which includes management as a primary function.

## **PREFERRED QUALIFICATIONS**

- Doctoral degree in Educational Leadership, Higher Education Administration, Student Personnel Administration or related field from an accredited college or university.
- Experience in consensus building and problem solving with stakeholders who have alternative points of view.
- Working experience in the domains of Mississippi public higher education.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.

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- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.

## **KNOWLEDGE AND SKILLS REQUIRED (cont.)**

- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.
- Successful experience managing complex budgets.

## **PHYSICAL DEMANDS**

The physical demands described here 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 use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

## **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.

## **TERMS OF EMPLOYMENT**

This is a full-time, 12-month, Exempt, and Non-Teaching Professional (NP) position

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## **SALARY**

The salary will commensurate with education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE**

Internal/External – March 18, 2023 at 5:00 p.m.

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