



LEECH LAKE TRIBAL COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Dean of Student Services

DEPARTMENT: Student Services

REPORTS TO: President

WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m., with occasional flex schedule for campus events

STATUS: Exempt

LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver's License or ability to obtain said license within 30 days, current insurance or be insurable.

SUMMARY:

The Dean of Student Services directs activities related to a comprehensive college-wide Student Services program. The Dean leads and engages in strategic planning and promotes creative ideas that enable the student services division and the college to be more productive, efficient, and continuously improve services. Under the general direction of the President, the Dean of Student Services provides leadership and administrative oversight for student services activities including but not limited to: Student Recruitment, Registration, Admissions, Student Retention, Athletics, Student Government, Student Clubs, Counseling/Advising, the Wellness Center, the Learning Center and Disabled Students.

EDUCATION:

A Master's degree from an accredited college or university in educational administration or similar student focused field and three years of management and supervisory experience in a tribal college, or an equivalent combination of education and experience with Native American students required.

DUTIES/RESPONSIBILITIES:

Actively supports the teaching and learning process, working to create and support a student-centered environment.

Provides leadership and oversees the development or revision of policies, procedures and operational activities related to all facets of student services in collaboration with faculty, student services staff, and administration.

Responsible for enforcing the student code of conduct, and in accordance with policy, renders decisions on student appeals.

Provides leadership for developing and implementing recruitment and retention plans in collaboration with program faculty and staff.

Serves on the college administrative team.

Develops mechanisms to ensure quality services to students from recruitment through graduation.

Ensures collection of accurate data pertaining to student enrollment and retention and, working with the Director of Assessment and Institutional Research, presenting that data to the President to be used in strategic decision-making.

Conducts program review and institutional assessment benchmark reviews for assigned areas and makes recommendations on areas for improvement and program changes.

Evaluates performance and provides leadership to assigned employees.

Prepares reports and correspondence appropriate to assignment.

Represents the College at local, regional, and state meetings and conferences related to student services.

Serves on various college committees and participates in professional organizations as appropriate to assignment.
Assists with the preparation and management of budgets for assigned areas of responsibility; oversees grant/resource management.
Assists with revising College catalog and constructing course schedules in conjunction with the Dean of Academics.
Appoints a committee and establishes criteria for the selection of students for scholarships.
Oversees the application of the Americans with Disabilities Act to ensure equal access to services for students with disabilities.
Ensures all reporting is done in a timely manner.
Performs other related duties as required or assigned.

ADDITIONAL QUALIFICATIONS AND SKILLS:

Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities.
Knowledge of current issues in Student Services, including recruitment and retention.
Demonstrated competence in strategic planning and evaluation.
Demonstrated ability to lead grant writing team in researching, writing and implementing government grants such as TRIO.
Demonstrated effectiveness in leading and motivating staff in a collegial and shared governance environment.
Knowledge of and commitment to the mission and goals of LLTC.
Knowledge of technology used in educational programs and service.
Ability to communicate effectively verbally and in writing.
Knowledge of mediation and/or conflict resolution methods.
Skill in establishing and maintaining effective working relationships with students, staff, faculty, and the public.
Ability to exhibit leadership in program and budget management and planning.
Ability to perform consistently under the pressure of deadlines and other administrative demands.
Ability to work effectively as a team member of LLTC.
Ability to provide quality customer service and support to the LLTC and all stakeholders.
Understanding knowledge of and commitment to the mission, vision and goals of LLTC.
Experience working with the Ojibwe community.
Visibly and positively represents LLTC to the public at athletic and cultural events.
Excellent verbal and written communications skills.
Excellent interpersonal skills and a self-starter.
Excellent organizational, planning, and prioritizing skills.
Ability to maintain confidentiality of records and information.
Ability to correctly interpret; adapt; and apply guidelines and procedures with minimal supervision
Ability to develop and maintain recordkeeping systems and procedures.
Ability to pass pre-employment drug test and criminal background checks.
Native American Preference applies

PHYSICAL REQUIREMENTS:

Ability to lift 30 pounds or more and use proper body mechanics
Be able to sit or stand for long periods of time
Subject to internal working conditions.
Non-smoking environment.

I understand the job description for the Dean of Student Services position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this job description is not a contract and does not guarantee employment for any specific period or amount of time. This job description will be revised periodically or as needed.

***Position Description created/revised: 12/10/19.**

Employee Signature: _____ Date_____

Supervisor Signature: _____ Date_____

Human Resources Signature: _____ Date_____

President Signature: _____ Date_____