DEAN, STUDENT LIFE
APPLICATION DEADLINE: Thursday, November 19, 2015 4:00PM

POSITION DESCRIPTION
Under direction of the Vice President of Student Services, organizes and implements policies, procedures for the operation of student engagement, organizations and activities. The incumbent provides leadership for and oversees key student services functions for the college, including student activities (clubs, organizations and student government), commencement, Student Health Services, Veteran’s Resource Center, and International Student Services.

REPRESENTATIVE DUTIES
- Develops and promotes policies and procedures for areas governing student life and on-campus engagement at all sites, including Student Activities and Student Government.
- Oversees areas directly related to student activities including Veterans’ Resource Center, Associated Students of Chaffey College (ASCC), International Students, clubs and organizations, Student Health Services.
- Oversees and authorizes the use of Student Center facilities, resources, and equipment; supervises Student Activities Center.
- Supervises the student government in conjunction with the faculty advisor, in the conduct of general business and student elections.
- Plans and coordinates Commencement and Commencement-related activities for the college.
- Reviews and approves all student group activities and expenditures; administers contracts of vendors performing services for student organizations; maintains an accounting system for student organization money.
- Formulates and implements policies concerning use of college bulletin boards; reviews and authorizes distribution of all student-related literature; publishes annual Student Handbook.
- Facilitates student participation in campus committees.
- Attends student activities and retreats and provides leadership, as appropriate.
- Participates in program evaluation and strategic planning.
- Assists students in planning and presenting special programs and events such as lecture and film series.
- Assists student groups in communicating with each other via Inter-Club Council.
- Advises students in personal and academic success strategies.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS
- Master's degree.
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
- Clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- Knowledge of:
  - Current practice in the organization and facilitation of student activities and student representation in community colleges.
  - Theories and practices to facilitate student engagement in campus life.
  - Current practices and policies facilitating a student government.
- Ability to:
  - Work with students, faculty, and staff to plan, develop, and implement student programs.
  - Evaluate needs, present recommendations, and make oral and written presentations.
  - Work effectively in meeting educational and cultural needs of citizens with widely diverse backgrounds, abilities, interests and goals.
  - Establish and maintain cooperative working relationships with students, faculty, staff, and others contacted in the course of performing assigned duties, and to supervise staff.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.
DESIRABLE QUALIFICATIONS

- Experience in a community college.
- Demonstrated experience implementing equity and access for disproportionately underserved groups.
- Experience working student discipline, grievance and due process.
- Experience creating comprehensive student life/student engagement programming.
- Knowledge of title 5 regulations.
- Knowledge of rules and regulations pertaining to the Brown Act for public meetings.
- Experience working with a student government and election procedures.
- Experience with supervision, budgeting, and program coordination.
- Experience facilitating a campus life and activities program.
- Experience successfully organizing large student-centered events.

CONDITIONS OF EMPLOYMENT

This is a 12-month, full-time management position, Level III, Range 32 of the Management Salary Schedule with a starting salary of Step A, $10,257/month to Step C, $11,323/month. Progresses over time to $13,788/month. Effective date of employment will be as soon as a successful candidate is selected and a mutually agreed upon date is determined. Evenings and weekend hours are required.

EXCEPTIONAL BENEFITS PACKAGE

Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teacher’s Retirement System.

THE APPLICATION PROCESS

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

- District Application
  (Completion of all sections is required. Do not mark “See Resume”)
- Letter of Application
  (State briefly how you meet the qualifications)
- Resume
- Professional Reference List
  (Include names, current addresses, phone numbers, and email addresses)
- Copy of Transcripts
  (Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.)

Application and information may be obtained from Chaffey College, Office of Human Resources (909) 652-6528 or www.chaffey.edu.

All application materials must be submitted:

- By mail/walk-in to Chaffey College, Human Resources, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; or
- By fax: (909) 652-6533. Please see Application Submittal section on our website for potential problems with faxing; or
- By scanning to email: mary.wixson@chaffey.edu. Please note you can only submit via email if an application packet is not larger than 35 pages. PDF and Word docs are preferable; Zip files are not permissible.

The College does not return materials submitted in application for a position. Please do not include any additional documents not required in the Application Process section.

Completed application and related materials must be received by Human Resources no later than 4 PM on the date of the application deadline. Foreign transcripts must be transcribed and evaluated in English by a bonafide evaluation service. Educational requirements must be met on or before the closing date. Applications received after the filing deadline will not be accepted for any reason, and failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Applicants should promptly notify the Department of Human Resources of any change of address and/or phone number.
All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.

**The Selection Process**
A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the department of Human Resources.

Travel costs related to an interview will be borne by the applicant.

**About the College**

**The College**
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

**District**
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

**Curricula**
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers, both on- and off-campus, provide the community with resource centers for the development of foundational skills. At these centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.

Chaffey Community College District is committed to equal employment Opportunity.