



Dean of Counseling, Student Success and Equity

Posting Closing Date: Monday, August 21, 2023

**Full-Time 12-months (1.0 FTE)
40 hours per week plus benefits
Management Salary Schedule, Track 6
(Currently: \$130,377.34 to \$169,726.16)**

About Gavilan:

Located in the heart of California between San Jose and Monterey, Gavilan College's main campus in Gilroy serves a diverse student population in a beautiful, park-like setting. In addition, we have campus centers located in Hollister, San Martin, and South San Jose, which offer students a variety of courses and programs. Our community recently voted to pass Measure X, a bond to renovate the main campus and build a full-service campus in Hollister. Gavilan is proud to meet the needs of our growing community, offering high-quality education in more than 70 transfer-related fields and over 30 industry-relevant career pathways; In 2023, we awarded more than 1,200 Associate Degrees/career education certificates.

Gavilan College, a Hispanic Serving Institution with a 60% Latinx student population, is committed to achieving educational equity for all students. We work to provide students with a rich and relevant learning experience that emphasizes student engagement in and out of the classroom, encouraging students of all ethnic and socioeconomic backgrounds to realize their goals and become socially responsible leaders. When you join our team at Gavilan College, you will become part of an innovative and equity-focused community that approaches higher education as a matter of social justice, requiring broad collaboration among faculty, staff, administration, students, and community partners.

Gavilan College fosters justice, equity, diversity and inclusion through its Principles of Community. As a member of the Gavilan College community, you will join us in valuing the worth and dignity of every person, the pursuit of truth, devotion to excellence, and the principles of democratic citizenship. All Gavilan employees strive to maintain these ideals in an environment of inclusiveness and mutual respect. We live these shared Principles of Community and work collaboratively to serve as a model of an exemplary, student-centered community-serving college.

Ideal Candidate:

Gavilan College is committed to recruiting individuals that embody our Principles of Community by:

- actively demonstrating a commitment to embracing and celebrating diversity.
- committing to collaboration, effective communication, and the development of strong working relationships.
- promoting purposeful inclusion of all groups and the free exchange of ideas in a respectful, trusting and considerate environment; and
- demonstrating commitment to a college which prioritizes equity in resource allocation.

The ideal candidate for this position is an equity-minded individual who understands the importance of holding ourselves accountable for closing equity gaps and engaging in equitable practices. Gavilan strives to attract candidates who view the elimination of inequities as an individual and collective responsibility and who can reframe inequities as a problem of practice. In addition, they are able to demonstrate a commitment to student-centered practices, effective cross-disciplinary and cross-campus collaboration, transparent decision-making, and purposeful service to the community. The ideal candidate will understand the importance of and embrace shared governance at all college decision-making levels. The Dean will lead collegially to improve student outcomes meaningfully within a Guided Pathways framework.

The Position:

Under the general direction of the Assistant Superintendent/Vice-President of Student Services, the Dean provides administrative direction and equity-minded leadership for Counseling, Career and Transfer Center, student health, mental health, and wellness services, Student Equity, Outreach, Puente, Student Conduct, Welcome Center, Associated Students of Gavilan College (ASGC), Student Activities, and other assigned departments. The position leads a talented group of staff and actively collaborates with other deans in Student Services and Academic Affairs. The Dean will provide direction and oversight to administrators, faculty, professional support staff, and student worker.

Essential Duties: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Organizes and implements orientation services, academic counseling and retention efforts, and follow-up with targeted students such as those that are under-represented, undecided, in need of supplementary services, or on academic probation.
- Plans, directs, manages, supervises, oversees, and coordinates the onboarding and matriculation functions of the College.
- Develops schedule of classes for assigned areas and monitors enrollments and faculty loads; monitors analyzes, and adjusts courses in response to student needs; recommends course amendments and curriculum changes as appropriate; oversees the development of counselor schedules and teaching assignments.
- Works closely with all college constituencies to enhance student services in the assigned departments and functional areas.
- Determines needs for outreach and onboarding new students, particularly for traditionally underrepresented student populations.
- Plans, implements, and administers goals and objectives and ensures the development of policies and procedures related to programs and services in assigned departments and functional areas.
- Train, direct, supervise, and evaluate the work of all direct reports, including faculty and classified staff in the department; oversee the faculty tenure review process for counseling and other assigned faculty; coordinates tenure review teams, meetings, class observations, and timely completion of required documentation.
- Serves as the college's Student Conduct Officer, following appropriate student disciplinary policies, procedures, and actions; serves as initial contact for students & employees, provides guidance through the established policies and procedures; and oversees enforcement of discipline procedures and resulting outcomes.
- Provides consultation and technical expertise to faculty, staff, students, external agencies, and others concerning student rights and responsibilities.

- Serves as lead administrator for free speech events and works with District Security and legal counsel regarding demonstrations and free speech events.
- Provides leadership and support for articulation, ensuring agreements with four-year colleges are current, maintained, archived, and communicated to faculty, staff, students, colleges, and oversight agencies.
- Provides support and leadership planning, goal setting, and implementation of enrollment management, registration, records management, and awarding degrees and certificates.
- Co-chairs the Student Equity Committee and collaborates closely with colleagues to plan, facilitate, and coordinate research and professional development strategies and activities for the Student Equity plan that are based on data-driven assessment.
- Assists with implementing Guided Pathway strategies and activities, including the coordinated care model of success teams and Gav Connect, the college's student success technology platform designed to support student retention and success.
- Works collaboratively with Instructional deans, faculty, and the Dual Enrollment Workgroup to ensure holistic support services are provided to dual-enrolled students.
- Collaborates with District Information Technology Services and participates in developing and enhancing specialized automated systems; maintains current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provides major input to long-range technology planning decisions.
- Oversees accurate and complete management information system (MIS) and fiscal reporting for programs and services under their supervision; reviews statistics and prepares reports to provide analysis and recommendations to the District for improvement.
- Develops and presents reports and recommendations for various programs and projects and integrates the division's functions in a manner that is responsive to student needs, the campus, and the community.
- Collaborates with the Research, Planning, and Institutional Effectiveness (RPIE) department to assess and evaluate programs and services of assigned areas.
- Coordinate program review and planning for areas of responsibility; develop and assess outcomes related to student support services and programs; participate in and support the accreditation process.
- Develop and administer department and program budgets, including grant and other externally funded budgets; analyze and recommend changes to staffing levels as needed; authorizes expenditures in accordance with established policies and procedures; prepares and submits budgetary reports to the District and the State.
- Maintains positive community relations with K-12, post-secondary institutions, and business and industrial communities, as appropriate; serves as a resource and/or prepares and delivers oral presentations to community organizations and professional groups as appropriate; attends professional meetings and conferences, as authorized.
- Participate as a member of select Division, College, and District committees.
- Ensures that state and federal regulations are implemented in policies and anticipates legal ramifications, including but not limited to security, privacy, identity theft, and fraud.
- Serve as evening administrator and perform other duties as assigned.

Minimum Qualifications, Education and Experience: A Master's Degree from an accredited college or university and at least one year of leadership as an administrator, faculty project director, and/or faculty chair is required. Demonstration of successful college leadership in a student services area or counseling experience is desirable. Successful candidates possess the knowledge and abilities below:

Knowledge of:

- Higher education in community colleges, including the mission of the California Community Colleges.
- Participatory governance within the California Community College System. Local, state, and federal laws governing programs and services.
- Principles and pillars of Guided Pathways.
- Federal and State laws and regulations, including Title 5, Title IV and Title IX and FERPA-related compliance.
- Evaluation procedures for staff and faculty.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Computer and related technologies for student services and information management.

Ability to:

- Serve students from first and 1.5-generation and/or historically underrepresented groups as they pursue their academic goals.
- Ensure the integrity of all policies, procedures, and programs and works to support the college within a Guided Pathways framework.
- Plan, organize, develop, and evaluate the programs, activities, and support services of college programs.
- Allocate personnel and resources to optimize departmental efficiency and effectiveness.
- Communicate effectively in both oral and in written communication.
- Work effectively with students, faculty, and staff from diverse backgrounds in order to promote equal access and equity-mindedness to all divisional programs.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Maintain current knowledge of state and federal rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt effective courses of action.
- Meet schedules and deadlines and plan and organize workflow effectively.
- Work cooperatively with and coordinate projects with other administrators and staff, in order to offer effective services to students.
- Lead with integrity, transparency, and collegiality with a focus on improving student outcomes and completion.

Other Requirements:

Must possess and maintain a valid California driver's license.

Physical Characteristics: The physical abilities involved in the performance of essential duties are:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects

weighing up to 20 pounds. This work is performed indoors in a typical office environment.

Application Process:

To be considered for this excellent opportunity the following items are required to be received by the CCC Registry no later than **5:00pm on Monday, August 21, 2023 through the following CCC Registry website: www.cccregistry.org**

1. CCC Registry online application (all sections are required to be completed, Education, Employment History, Professional References, General Information). Apply at www.cccregistry.org
2. Cover letter detailing leadership philosophy, experiences with leading to promote positive change, and preparedness to lead effectively with a focus on sustaining a positive team environment and commitment to collaboration (2-pages maximum)
3. Abbreviated Curriculum Vitae or Resume
4. Diversity Statement (within CCC Registry application)

*All items listed above are required for full consideration. Incomplete applications will not be moved forward to the next steps in the process.

As an equal opportunity employer, we are required to compile summary data on applicants. We are requesting your assistance in providing the information on the personal and ethnicity section of your CCC Registry profile. The completion of the questionnaire is voluntary. The form will remain in the Human Resources department and will be kept confidential and separate from all hiring documents. It will not be forwarded to those making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the [CCC Registry website](http://www.cccregistry.org), please contact the CCC Registry directly at registry@yosemite.edu or call (800)245-4157.

Please make sure to contact the CCC Registry at (800)245-4157 **AFTER** you have applied for this job to verbally confirm that your application materials were submitted correctly and that your application is included in this recruitment.

If you have a verifiable disability and require accommodation to complete the application process, please contact the Human Resources Office at (408) 852-2823.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

NON-DISCRIMINATION

Gavilan Joint Community College District is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, gender identity, religion, sexual orientation, transgender, marital status, veteran status, medical condition, physical or mental disability and any other status protected by applicable federal and state laws. Applicants who require accommodations to complete the application or interview process, please contact the Human Resources Office at (408) 852-2823 for assistance.