



MONTCALM COMMUNITY COLLEGE --- Personnel Office

DEAN OF STUDENT SERVICES

FULL-TIME POSITION VACANCY

As a member of the college's Executive Team, the Dean of Student Services is responsible for providing effective leadership for all programs and services supporting student success.

DESIRED QUALIFICATIONS:

1. Minimum of a Master's Degree in an appropriate discipline.
2. Minimum of five years experience in a community college student services leadership position.
3. A thorough understanding of the philosophy of a comprehensive community college and a commitment to the principles of continuous quality improvement.
4. Strong written and oral communication skills and facility in interpersonal relationships.
5. Successful experience in the development and management of college budgets.
6. Ability to build community alliances in a collaborative fashion.
7. Demonstrated ability to work as a team member as well as independently.
8. Familiarity with and commitment to the mission and goals of Montcalm Community College.

POSITION DUTIES/FUNCTIONS:

1. Report to, assist, and advise the college president.
2. Enhance the college learning organization by functioning as the college's primary student advocate and promoting excellent student services and a caring environment.
3. Provide collaborative leadership for the student services staff by fostering a team-based, participative work environment.
4. Maintain open communication and a good working relationship with college faculty members, administrators and staff.
5. Participate in professional organizations to keep abreast of innovations and trends in the delivery of student services at community colleges.
6. Work collaboratively with the other campus departments to coordinate the offering of student services.
7. Serve on college committees, including those with a community outreach focus, as appropriate and necessary.
8. Represent the College at appropriate state, regional and national meetings related to student services.
9. Oversee the preparation and supervision of student services' budgets in a fiscally responsible fashion.
10. Model appropriate behavior necessary to develop a culture of advancing student success.
11. Demonstrate effective and innovative problem solving and decision making skills required to move student success initiatives forward.
12. Perform other duties as may be specified by the college president.

ADMINISTRATIVE SUPERVISOR: College President

REMUNERATION: Commensurate with experience and qualifications and Administrative Master Agreement

APPLICATION DEADLINE: July 29, 2010, 4:30pm

EMPLOYMENT START DATE: August or upon mutual agreement

METHOD OF APPLICATION: Submit MCC Application of Employment, cover letter, resume, college transcripts, licensures and three current letters of recommendation to:
Anne Hertz-McCoy, Personnel & Benefits Manager
Montcalm Community College, 2800 College Drive S.W.
Sidney, MI 48885-0300