



American Samoa Community College
Department of Student Services
EMPLOYMENT OPPORTUNITY

Position Title: Dean of Student Services
Employment Status: Full Time/12 Months – Career Service

General Description:

Under the supervision of the Vice-President, the incumbent is administratively responsible for: operation of the Dean of Students Office; student development programs; advocating for student rights; publishing the Student Handbook; compliance with state and federal legislative mandates; coordinating the budget process for allocation of student fees; administering student judicial and disciplinary policies; oversight of student organizations. Supervises the Registrar office, Admission's office, Guidance Counseling, Veterans Administration and Special Projects. Serves as member of the President's Executive Council.

Job Duties and Responsibilities:

- Has oversight over all programs relating to students, including (but not limited to) intramural programs, student clubs, organizations, publications, and students.
- Plan and execute student activities such as orientation, registration, and graduation.
- Provide student affairs leadership for the College and will guide a set of essential student services and operations.
- Oversee the development, interpretation, and implementation of College policies and procedures for student affairs and handle student issues and problems that come to the attention of the administration.
- Work with departments and administration to resolve situations arising out of administering student affairs policies.
- Provide comprehensive leadership for a wide array of Student Services such as administration of disciplinary policy and procedures, security liaison, Student Government Association, Registrar & Admissions, Upward Bound, Veteran's Affairs, Counseling and guidance services, and special projects Federally or Stats funded; and will continually evaluate the overall policies and processes governing these services, and will identify and implement changes to achieve synergies and related service improvements.
- Supervise a team of professionals and support staff, prepare and manage multiple operating and capital budgets, participate in strategic planning process and prepare strategic plans, serve on college-wide and campus committees and serve as primary advocate for students on all co-curricular matters.
- Is responsible to effectively lead all aspects of student affairs, including developing a comprehensive student affairs program by building strong relationships between co-curricular and curricular programs, supervising staff effectively, fostering a collegial and nurturing environment, contributing to multicultural and gender understanding and enhancing the identify of the College.
- Perform other duties as assigned by the Deans of Student Services.

Knowledge and Experience:

- Candidates should have experience working with students in cultural and social activities, student government, and matters of discipline.
- Decision making with faculty, students and staff and the ability to resolve conflicts fairly and diplomatically.
- Must have experience communicating clearly in groups and one-on-one, implementing changes in policy, processes, and organizational structure, and advocating for resources with fiscal responsibility.
- Ability to articulate and model a clear student development philosophy and mission for a college campus, build partnerships to advance student learning and development, and promote practices that encourage collaboration for excellence.

Minimum Qualifications: Doctorate degree in Education, Administration or related field. Minimum five (5) years Supervisor/Administrative Experience

Salary: Salary will be commensurate with degree and experience.

Application Deadline:

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436

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