



Position Description

Position: Dean, Counseling	Position Number: M-_____
Department/Site: Student Services	FLSA: Exempt
Evaluated by: Vice President, Student Services	Salary Range: _____

General Description

Under the direction and supervision of the Vice President of Student Services, the Dean of Counseling is responsible for the development, coordination, and supervision of counseling and assessment programs for the college, including disabled students programs and services, articulation, transfer center, matriculation and career programs. In addition, the Dean supervises the Director of EOP&S, CARE, and CalWORKs. This is a twelve-month educational administrator position with classroom retreat rights. The final candidate must qualify for a Citrus College Faculty Service Area.

Essential Duties and Responsibilities

- Organize and supervise counseling services, vocational, educational, and personal counseling, assessment, matriculation activities, curriculum development and guidance courses, the disabled students programs and services, and extended opportunities programs and services.
- Arrange counselor work schedules to provide sufficient coverage for fall, spring, and summer registration and to staff required counseling courses.
- Prepare and monitor budgets for counseling, matriculation, testing, EOP&S/CARE, CalWORKs, DSP&S, Career/Transfer Center.
- Organize and supervise the orientation program for freshmen.
- Supervise articulation for the college.
- Supervise the counseling program for student athletes, international students, probation/dismissed students, evening students, basic skills students, disabled students, and other students with special needs.
- Supervise the Career/Transfer Center, DSP&S, EOP&S program staff and activities.
- Work cooperatively with the administrators responsible for vocational education regarding the coordination and documentation of certificates/skill awards.
- Cooperate with the Staff Diversity Officer, Title IX Coordinator, and Section 504 Coordinator in the development and implementation of activities relevant to federal and state compliance.
- Work with the Dean of Admissions and Financial Aid in coordinating registration procedures and other common activities.
- Conduct at least two divisional meetings per semester and provide minutes of the meetings to the Vice President of Student Services.
- Maintain a work schedule of 40 hours per week to ensure availability to faculty and district.
- Resolve conflict.
- Perform other duties as assigned.

Minimum Qualifications

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students AND



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- Possession of a Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development OR
- The equivalent. (It is the candidate's responsibility to provide conclusive evidence of equivalency.) AND
- One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.
- Earned degrees received from an accredited institution or an equivalent foreign institution by the screening date.
- Foreign transcripts translated and evaluated in English by a bonafide evaluation service.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of qualification for a current Citrus College Faculty Service Area.
- Evidence of the ability to work effectively with staff and students from diverse backgrounds.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the student services team.

Preferred Qualifications

- Experience in a leadership role in a student service environment at the postsecondary level.