

**Imperial Valley College**  
**Associate Dean, Student Equity and Achievement**

**DEFINITION:**

Under the supervision of an appropriate administrator, the Associate Dean of Student Equity and Achievement is responsible for the leadership, administration, development, implementation, and evaluation of the College's Student Equity and Achievement initiatives and the assigned categorical programs. The Associate Dean will lead in the design and implementation of the equity plan and framework ensuring a seamless onboarding experience and equitable academic support to disproportionately impacted students.

**EXAMPLE OF DUTIES:**

- Provides leadership and supervision in the planning, coordinating, and implementing an equity framework in assigned Student Services Departments while achieving the institutional goals and objectives.
- Serve as liaison between the College and the community to develop and implement diversity, equity, inclusion and accessibility strategies and projects.
- Ensure that equitable academic support services are provided to students in achieving student success.
- Provide leadership, supervision, and conduct evaluations on the assigned managers/staff.
- Actively collaborate with administration and faculty to support the infusion of culturally relevant pedagogy and practices into the college curricula and program.
- Maintain a high profile within the community, including local area schools and universities to assess the student needs and promote special programs and services.
- Systematically assess student support services using student learning outcomes and other appropriate measures in order to improve services ensuring diversity, equity, inclusion and accessibility. Conducts reviews of all student services programs on an annual basis.
- Coordinate efforts with campus areas, such as but no limited to Institutional Research, Admissions, Academia, Financial Aid, Information Technology, etc., to develop and promote the integration of new technology trends to provide effective and efficient services, enhancing equitable student support and success.
- Oversee assigned budget requiring coordination of assigned categorical, general funds, and foundation resources. Assist in the development of grant proposals.
- Represent the District/College at conferences and workshops appropriate to the position.
- Perform other related duties as assigned.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Organizational leadership, team building, management, staff development and communication techniques.
- Understand community college students, their diverse ethnic, social economic and cultural backgrounds.

- Knowledge of innovative technologies as tools for learning, teaching, and managing work.
- Student enrollment enhancement in categorical programs and retention techniques and strategies.
- Student success strategies for all student population including justice/law involved.
- Budget development and implementation.
- Matriculation/onboarding, transfer, career, and occupational placement.
- Curriculum development at both the course and program level.
- Employment and facility contract implementation and management.
- Federal and state codes, laws and regulations relating to the functions of this position.

**MINIMUM QUALIFICATIONS:**

Earned Master's degree from a regionally or nationally accredited institution in an area appropriate to the responsibilities of the position. Minimum of one (1) year of experience in management in student services, or equivalent experience. A typical way to meet equivalency would be experience in education counseling (general or special programs), teaching, or other work experience within student services areas.

**WORKING CONDITIONS:**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- |                                 |                                        |
|---------------------------------|----------------------------------------|
| 1. Seldom: Less than 25 percent | 3. Often: 51 to 75 percent             |
| 2. Occasional: 25 to 50 percent | 4. Very Frequent: 76 percent and above |

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**STATUS/RATIONALE**

This is an educational administrator position, range 9. This position has direct responsibility for formulating and implementing policy regarding the student services of the College and the District.