



Staff JOB DESCRIPTION

Form: HRF5005, Ver. 1, Revised 08/10/2018

DATE:	10/22/2018	POSITION #:	FA9691
JOB TITLE:	Associate Dean of Academic and Career Pathways		
DIVISION:	Student Affairs		
DEPARTMENT:	Center for Academic & Career Pathways Administration		
PAY TABLE/LEVEL/GRADE:	ADM 9	REPORTS TO:	FA9983

STATUS: Please click the appropriate boxes that apply.

- | | | |
|--------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------|
| <input checked="" type="checkbox"/> Regular/Continuing | <input type="checkbox"/> Temporary/Limited Duration | <input checked="" type="checkbox"/> Full-Time (40 hrs/wk) |
| <input type="checkbox"/> Bargaining Unit: _____ | <input type="checkbox"/> Individual Position | <input type="checkbox"/> Part-Time: _____ Hours/Week |
| <input checked="" type="checkbox"/> Non-Bargaining | <input type="checkbox"/> Pooled Position: | |
| <input type="checkbox"/> Provisional/Grant Funded | _____ No. of Employee if this position is pooled. | |

JOB SUMMARY: (This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.)

Driven by compassion, inclusivity, integrity, teamwork, and work-life balance the Student Affairs Division is committed to student success by ensuring high quality programs and services delivered by a committed and caring team of professionals.

The Associate Dean of Academic and Career Pathways is responsible for the day-to-day supervision, leadership and management of the Center for Academic and Career Pathways (CACP) and for carrying out tasks, functions and activities essential to creating and providing outcomes which support recruitment and retention goals. This position, in concert with other College Leadership will develop, implement, and manage an ongoing effort to evaluate and improve delivered services. These services include: operation and coordination of College-wide academic and career advising, recruiting and orientation services, testing services, career and employment services, and the student services hub known as the StarZone. Responsible for the development and management of the budget for the CACP.

The Associate Dean will build capacity and be accountable for specified outcomes in all areas of responsibility. Additionally, the Associate Dean will provide a comprehensive plan for services that is grounded in best practices and which focuses on recruitment, retention, and student success.

The Associate Dean reports the Dean of Student Affairs and may fulfill commitments/duties of the Dean in the event of his/her absence.

DIRECT REPORTS: (If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Direct Report(s):	FA9694, FA9725, FA9726, FA9727, FA9728, FI9972, FI9973, FI9974, FI9975, FI9979, FI9980, FI9981, FI9982, FI9983, FI9984, FI9985, FI9989, FI9999, FS9993, PVADVS, FS9688, FA9623, FS9715
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ESSENTIAL DUTIES AND RESPONSIBILITIES: Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% I. reconciles grant fund expenditures to balance monthly budget). "Other duties, as assigned," are implicit in all position descriptions.

%	No	Essential Duties and Responsibilities
20%	1	Responsible for establishing and maintaining vision for the Center of Academic and Career Pathways (CACP) while achieving recruitment and retention goals. Will ensure new student orientation programs, career and employment services, and/or all other programs/services are designed to support recruitment and retention goals.
20%	2	Identify, evaluate, recommend, and implement courses of action which lend to continuous quality improvement and which align with College and Division priorities. Ensure that service/program goals and initiatives are clearly communicated and mutually supported at the division and college levels.
<u>20%</u>	3	Provides departmental leadership that develops a sense of team which empowers employees to provide a high level of care to students and staff. Model leadership that promotes a caring, committed connection to services and the division, as well as an environment where open communication occurs. Provide problem solving and conflict resolution to a diverse group of staff and students.
<u>15%</u>	4	Develop both short and long range management plans, marketing strategies, and promotional campaigns for all services within the department. Represent the programs and division to the college and community through contacts and service on college-wide committees, advisory boards and teams. Build partnerships with surrounding school districts, community groups, and business leaders to inform and promote opportunities at LCC.
<u>15%</u>	5	Manage and develop CACP budgets, and identify potential funding sources through grants, and fundraising opportunities. Provide stewardship to efficiently utilize the division and college resources. Provide recommendations that ensure allocated fiscal resources are in line with standards and requirements set forth by Division and College leadership.
<u>5%</u>	6	Works collaboratively with Academic Affairs to ensure maintenance and accuracy of program maps and that programs are fully mapped and aligned with further education and career advancement opportunities and that critical courses and other milestones are clearly identified on program maps.
<u>5%</u>	7	Analyzes departmental statistics and implements improvements as needed. Works with the Center for Data Science to create assessment and survey instruments that measure student's progress and satisfaction related to the services offered through the CACP.

CORE COMPETENCIES. Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

COMMUNICATION/INFLUENCE: Requirements for listening, verbal communication and/or written communication with other, and/or for educating, training, persuading, serving and/or otherwise influencing "customers".

- Use of verbal and written skills to influence and/or inform administrators, faculty, staff and students.
- Ability to interpret and communicate policies, practices, guidelines and expectations.

- Ability to influence others.
- Effective listening and understanding of cultural and individual differences among faculty, staff, and students.
- Ability to build partnerships, both internally and externally.

PROBLEM SOLVING: *Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions.*

- Ability to interpret situations and move to a resolution based on contracts, college policies and practices.
- Ability to analyze and interpret data and trends.
- Ability to react quickly and rationally to situations that may negatively impact the department, division or the College.
- Ability to anticipate and prepare for conflicts and problems, and proactively resolve them.

Leadership: *Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.*

- Strong organizational and strategic thinking skills.
- Ability to manage and integrate multiple programs, such as case-based academic advising, career counseling, orientation, recruitment, and student success via outreach and intrusive advising
- Team building skills to build a cohesive and integrated unit.
- Ability to coach, mentor, motivate, and develop employees.
- Ability to create and maintain a collaborative, productive team environment.
- Ability to facilitate continuous coordination between department, divisional and institutional goals.
- Ability to foster innovative approaches to the delivery of services.

KNOWLEDGE: *Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job*

- Working with diverse populations of students, staff and faculty.
- In-depth knowledge of student success strategies, tactics, current trends and best practices relative to Academic and Career Advising.
- Knowledge of current technologies as they relate to both instructional, administrative practices and student success initiatives.
- Knowledge of budget development and management.
- Understanding of customer service, student development theory and ability to implement such skills/goals.
- Strong computer proficiency (Knowledge of Banner, Degree Works and CRM software helpful).
- Strong knowledge of organized labor agreements, ADA, EEO, Affirmative Action, and privacy laws including FERPA.
- Strong commitment to the enhancement of the global workforce and student academic success.

EDUCATIONAL/EXPERIENCE REQUIREMENTS: *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required

- Master's degree from a regionally accredited college or university.
- Significant and successful academic or comparable non-academic management experience.
- Demonstrated experience working in a team environment.
- Significant customer service experience.

Preferred

- Working knowledge of Guided Program Pathways.

PHYSICAL AND MENTAL REQUIREMENTS: Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

WORK ENVIRONMENT: Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.**

Supervisor's Name	<u>Ronda Miller</u>	Supervisor's Signature*	<i>Ronda Miller</i>	Date	<u>10/22/18</u>
Dean/ELT's Name	<u>Ronda Miller</u>	Dean/ELT's Signature		Date	
<i>Note: Signature means approval, otherwise return for signatures.</i>					
Human Resources Rep.		HR Rep Signature		Date	
<i>Note: Position description to be reviewed annually, upon posting or transfer of person or position.</i>					

Lansing Community College

ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: *Enter Position #.*

Date: *Click to enter a date.*

Supervisor's Position #: *Enter position #.*

Materials Used:

Standard Office Equipment:

- | | |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Computer keyboard, mouse, screen (either desktop or laptop) | <input type="checkbox"/> Paper and Pencil/pen |
| <input type="checkbox"/> Various software (spreadsheet, word-processing, web-base, other media) | <input type="checkbox"/> Projector and Screen |
| <input type="checkbox"/> Telephone, blackberry, fax | <input type="checkbox"/> Copier, collator, reproduction |

Others, please list:

Standard Trades Equipment:

- | | | |
|------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
|------------------------------------|-------------------------------------|-----------------------------------|

Others repair/maintenance tools, please list:

Mental Functions:

- | | |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Comparing (compare/contrast data, people, things) | <input type="checkbox"/> Copying (entering, posting, transcribing data) |
| <input type="checkbox"/> Synthesizing (combine data, concepts, interpretations) | <input type="checkbox"/> Analyzing (examine, test data, present alternative actions) |
| <input type="checkbox"/> Computing (math calculations or carrying out formula operations) | |
| <input type="checkbox"/> Compiling (gathering, classifying, evaluating data, people, things) | |

Auditory Functions:

- Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

Visionary Functions:

- Near acuity (at 20 inches or less when minute accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)
- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up-down and right-left)

Smell and Tasting Functions:

- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

Movement, Strength, Repetition Functions:

- | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------------------------|------------------------------------|
| <input type="checkbox"/> Climbing | <input type="checkbox"/> Kneeling | <input type="checkbox"/> Reaching | <input type="checkbox"/> Balancing | <input type="checkbox"/> Crouching |
| <input type="checkbox"/> Grasping | <input type="checkbox"/> Stooping | <input type="checkbox"/> Crawling | <input type="checkbox"/> Picking/Typing/Keyboarding | |
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)
 - Light (exert up to 20 lbs of force to lift, carry, push, pull, move object; walk/stand occasionally)
 - Medium (exert 21-50 lbs of force, walk/stand frequently)
 - Heavy (exert 51-100 lbs of force, walk/stand routinely)
 - Very Heavy (exert over 100 lbs of force, walk/stand routinely)

Environmental Conditions:

- | | |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Weather (rain, snow, wind) | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Extreme cold (inside, outside) | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, |
| <input type="checkbox"/> Extreme heat (inside, outside) | <input type="checkbox"/> Extreme noises |
| <input type="checkbox"/> Confined/restricted spaces | <input type="checkbox"/> Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock) |