



VERMONT STATE COLLEGES

## Job Classification Description

**ASSOCIATE DEAN OF STUDENT SERVICES/CCV  
Non-Bargaining Unit**

**GRADE 17  
Exempt**

### **BASIC FUNCTION**

To assist the Dean of Student Services in all aspects of student support programs, services and personnel to provide a successful learning experience for all CCV students and in compliance with the VSC Board of Trustees' policies and procedures.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Provide support for academic programs and for students as academic learners.
- Work with college and systemwide councils to develop policies and procedures in students services; advise and counsel the Student Advisory Board in the development of student policies and procedures.
- Plan, oversee and participate in a variety of special events related to student services.
- Provides support for further development of the Developmental Skills Programs.
- Assist in the planning and support for students with unique needs, including special needs, non-traditional learners, disadvantaged students and veterans.
- Develop and plan programs and activities which will enhance the overall experience and success of CCV student including career services and leadership opportunities.
- Maintain communication with various external agencies and organizations regarding student services and needs.
- Represent the college on committees, councils, task forces and other groups as directed by the Board of Trustees and/or the Office of the Chancellor.
- Keep abreast of current developments in areas related to student services.

### **SUPERVISION RECEIVED**

General supervision is received from the Dean of Student Services.

## **SUPERVISION EXERCISED**

### **MINIMUM QUALIFICATIONS**

Masters degree in appropriate discipline plus three to five years of relevant administrative and management experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of higher education and administration principles, practices and procedures.
- Knowledge of communication and counseling techniques and methods.
- Ability to exercise judgement and discretion in applying and interpreting college policies and procedures.
- Excellent communication skills.
- Ability to deal effectively with a wide range of individuals/groups inside and outside of the VSC.