

DEAN, ATHLETICS AND STUDENT LIFE

JOB SUMMARY

Under the general direction of the area administrator, provide leadership, vision, planning, and supervision for the District's intercollegiate athletic programs and Student Life, including student government and other assigned student activities .

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Oversee all the operations of the District's Intercollegiate Athletic Program, in accordance with guidelines established by the District as well as applicable rules and regulations, including but not limited to, the California Community College Athletic Association (CCCAA); ensure Title IX requirements for athletics equity, fiscal accountability, risk management requirements, and adherence to the District's Student Code of Conduct within athletics and student life programs; responsible for the development, coordination, and delivery of athletic programs and scheduling.
2. Facilitate inclusive student participation in shared governance, institutional decision-making, and campus-wide initiatives by advising student leaders and supporting student organizations and engagement activities; coordinate and support high-impact student life events such as welcome days, commencements, recognition ceremonies, and campus-wide initiatives designed to build community and belonging.
3. Supervise, train, and evaluate assigned personnel, including directors, coaches, faculty, and various classified staff; establish and monitor timelines and prioritize work; anticipate, prevent, and resolve conflicts under areas of supervision.
4. Administer and monitor budgets for Athletics and Student Life, including categorical, state, and federal funds, as well as SGA, ICC, and Student Representation Fees; ensure fiscal controls, accountability, and compliance with audit requirements as needed.
5. Oversee the recruitment, eligibility, academic success, and progress of student-athletes in coordination with coaching and support staff; support the eligibility, engagement, and leadership development of students involved in Student Life programming. Highlight academic, athletic, and leadership honors and awards.
6. Provide leadership for the planning, implementation, and evaluation of high-impact programs and events, including athletic competitions, welcome week, orientations, trainings, and recognition ceremonies; promote student development, leadership, civic engagement, advocacy, ethics, and a sense of belonging.
7. Collaborate with administrators, faculty, staff, and community partners to integrate Athletics and Student Life into institutional priorities and to enhance engagement opportunities for students across the District.
8. Participate and represent the District in local/regional/state boards, committees, professional organizations, and in the community by promoting Athletics and Student Life programs, building partnerships with community-based organizations, attending local events, and maintaining

relationships with regional and statewide networks; serve on Participatory Governance committees as assigned.

9. Ensure the optimal use and maintenance of Athletics and Student Life facilities, coordinating with Facilities and institutional staff as appropriate.
10. Lead and collaborate in the development of strategic, annual, and long-range plans for Athletics and Student Life, including programs, services, facilities, staffing, and resource needs; evaluate Athletics and Student Life programming using data and continuous improvement methodologies; prepare and submit reports, program reviews, assessments, and other documentation as required by the District, state, and federal agencies.
11. Respond to difficult and sensitive student and faculty inquiries and complaints and assist with resolutions and alternative recommendations.
12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. In-depth knowledge of the Education Code, Title 5, 3C2A, Title IX, and other administrative rules, regulations, policies, and procedures governing intercollegiate athletics and student life.
2. Organizational and management practices and processes in higher education.
3. Student development theories, leadership models, and engagement practices that support co-curricular learning and student success.
4. Community college students, their diverse ethnic and cultural backgrounds and the wide variety of their ages and educational goals as found on a community college campus.
5. Student athletic programs and requirements of community colleges.
6. Federal regulations pertaining to the Family Educational Rights and Protection Act.
7. Computer-based technology for the management of assigned divisions/areas and for support services.
8. Effective and concise verbal and written communication skills.
9. Techniques to prevent and resolve interpersonal and professional conflicts.
10. Participatory decision-making and consensus building with diverse stakeholder groups.
11. Analytical and problem-solving skills to evaluate complex programs, policies, and compliance requirements.

Ability to:

1. Administer and evaluate intercollegiate athletic and student life programs
2. Perform complex multi-tasking duties and independent decision making, including interpreting and implementing federal and state regulations and District policies and procedures
3. Communicate effectively both orally and in writing, using interpersonal skills with tact, patience, diplomacy, and cultural humility
4. Prepare and administer budgets for assigned program areas
5. Establish and maintain cooperative and effective working relationships with others.
6. Maintain current knowledge of emerging trends, research, and best practices in athletics, student life, student development, and leadership to inform continuous improvement and innovation.
7. Interpret, apply, and explain rules, regulations, policies, and procedures.
8. Manage budget and fiscal affairs.
9. Handle sensitive and complex issues.
10. Effectively prioritize work and assign workloads.
11. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural,

disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Master's degree from an accredited institution in counseling, educational management/leadership, or related field; AND
2. Five (5) years of experience in athletics administration in a higher education institution or in administering student life activities. Experience must include three (3) years of experience in a leadership or supervisory role.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

Work is performed mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbent may interact with upset individuals in interpreting and enforcing departmental policies and procedures.