

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: June 6, 2016
Closing Date: Until Filled

POSITION: Dean of Students/Title IX Coordinator
LOCATION: Barrow, Alaska
REPORTS TO: President
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$101,313 + Benefits (Exempt Position)

Under the supervision of the President, the Dean of Students oversees the implementation of a comprehensive array of student and academic activities designed to support student engagement, intellectual development, and well-being. Specific areas of responsibility include overseeing all aspects of the following: Student Success Center (SSC), Student Life, Title IX, Clery Act, Learning Resource Center, Retention & Persistence, Placement, Financial Aid, Student Recruitment, Marketing, Summer Camps, and Student Transportation.

ESSENTIAL FUNCTIONS: Supervises and trains SSC staff; Supports student retention practices to include program implementation, testing, academic and personal advising, student orientation, student housing, and recreation; Monitors for compliance and fulfills reporting requirements under the Clery Act; Directs Title IX processes to include faculty and staff training, day-to-day management of student complaints and reported violations under this regulation; Collaborate with the HR Director/Title IX Investigator to identify and utilize best practices in Title IX case resolution and processes; Provides comprehensive services and manages reports of Title IX violations from intake to resolution; Develops and oversees the delivery of programs and activities that facilitate student leadership opportunities and skills; Develops programs as needed and maintains awareness of student population issues, including alcohol/drugs, safety and security, health, childcare, transportation, and fosters diversity awareness among students; Coordinates on-call staff to provide general support to students through ongoing activities designed to address student needs, issues and concerns; Formally assesses student needs periodically and ensures access for all students to effective support programs; Develops assessment tools, collects data, and provides reports that contribute to the understanding and improvement of student retention and completion; Plans and supervises the Summer Camp Program as it relates to: residential units, transportation, student advising, security, activities, budgets, solicitation of proposals and availability of teaching materials; Manages all phases of planning, creating and monitoring of budgets for assigned SSC programs; Coordinates with other departments in developing policies and maintaining the Student Handbook; Provides periodic transportation for students and staff, as necessary; Works cooperatively and professionally with all college constituencies to achieve the College's mission, goals, and outcomes; Maintains current knowledge of changing trends and legal developments regarding student development issues; Serves in the on-call rotation; Travels periodically; Serves actively on relevant College and community committees;

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree in Counseling, Psychology, Social Sciences, Behavioral Sciences, Leadership, Management or related field; Minimum of five years demonstrated directly-related professional experience working with students in a post-secondary environment; Minimum five years professional supervisory experience; Demonstrated experience supporting students; Demonstrated experience implementing programs that result in student persistence and completion; Demonstrated knowledge of Financial Aid and student scholarships; Demonstrated knowledge of Title IX, Violence Against Women Act (VAWA) and other applicable regulations; Demonstrated knowledge of best practices for campus sexual misconduct or discrimination investigations; Excellent oral, written, interpersonal, and presentation communication skills; Strong, initiative, organizational skills, and ability to perform with minimal supervision; Demonstrated computer skills in word processing, spreadsheets, and database applications; Ability to work flexible hours, including weekends; Demonstrated ability to work effectively in a multicultural setting; Demonstrated ability to maintain confidentiality; Ability to travel periodically; Valid driver's license; and Ability to pass a pre-employment background check.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Master's degree in Counseling, Psychology, Social Sciences, Behavioral Sciences, Leadership, Management or related field; Minimum of seven years demonstrated directly-related professional experience working with students in a post-secondary environment; Demonstrated knowledge in one or more of the following areas: North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College, and the ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:

ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-