

## JOB DESCRIPTION

**TITLE:** Dean for Student Services

**SUPERVISOR:** Vice President for Academic Affairs

**JOB OBJECTIVE:** To provide strategic planning, coordination and supervision for the Student Services division, which includes Admissions & Recruiting, Records, Advising, Financial Aid, and Student Disability Services. The dean also handles student discipline issues and performs other related duties as required.

### ESSENTIAL JOB FUNCTIONS:

- A. Provides leadership strategies and evaluates effectiveness of departments.
- B. Interprets and applies policy concerning student issues and conduct
- C. Develops programming/referral services that enhance student success.
- D. Develops planning strategies for enrollment management and an organized matriculation process
- E. Administers performance funding evaluative instruments
- F. Oversees graduation exercises
- H. Performs other work as assigned

### MINIMUM JOB STANDARDS:

- A. Minimum of a Bachelor's degree required
- B. Thorough knowledge of student development theory, with specific expertise in academic advising and student success strategies required
- C. Five years' related experience, two in supervision required

**JOB LOCATION:** The primary job location is the college's main campus. Occasional travel throughout the service area may be required.

**EQUIPMENT:** Use of standard office equipment, including a microcomputer, and use of Student Information System are required.

### CRITICAL SKILLS/EXPERTISE:

- Good communications skills
- Appropriate technical/computer skills
- Understanding of the curriculum and the mission of the college
- Ability to interpret and enforce TBR and NSCC policies
- Ability to communicate clearly with students and faculty concerning advising decision and student conduct issues
- Ability to establish and maintain effective professional relationships with a diverse group of individuals, both internal and external

**NON-ESSENTIAL FUNCTIONS:** None

**SALARY:** \$58,000 - \$70,000

**EMPLOYMENT DOCUMENTS:** Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

**APPLY TO:** Human Resources  
Nashville State Technical Community College  
120 White Bridge Road  
Nashville, TN 37209

*Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer*