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

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