

**WHITE EARTH TRIBAL AND COMMUNITY COLLEGE**  
Job Description

**Job Title:** Dean of Student Services

**Department:** Student Services

**Reports To:** President

**Summary** Directs and coordinates student programs of college or university by performing the following duties personally or through delegation.

**Essential Duties and Responsibilities** include the following. Other related duties may be assigned.

Formulates and develops student policies.

Advises staff members on problems relating to policy, program, and administration.

Directs and assists in planning social, recreational, and curricular programs.

Counseling or advising individuals and groups on matters pertaining to personal problems, educational and vocational objectives, social and recreational activities, and financial assistance.

Reviews reports of student misconduct cases that require disciplinary action to insure recommendations conform to university policies.

Sponsors and supervises adviser of student organizations.

Reviews budget and directs appropriations of student services unit.

Represents university in community on matters pertaining to student programs and activities.

Responsible for oversight in admissions, registration, orientation, recruitment and retention, graduation, and testing services.

Chairs weekly department meetings.

Implement objectives and tasks as outlined in the strategic plan.

Serves on President's Administrative Cabinet.

Must be a team player and accept the WETCC vision, mission, and goals.

**Supervisory Responsibilities**

Is responsible for the overall direction, coordination, and evaluation of employees as listed in

organizational chart. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training employees, planning, assigning, and directing work; appraising performance; regarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Master's degree (M.A.) in related field required; additional experience working in a higher education setting preferred.

**Certificates, Licenses, Registrations**

Current drivers license and insurance required. Individual background check required.

**Other Qualifications**

Must be able and willing to travel approximately 20% of the time.

**Physical Demands/Work Environment**

May be required to sit for extended periods of time. Some light lifting may be required infrequently. Many of the job duties involve computer use.