

White Earth Tribal and Community College
Position Announcement

Job Title: Dean of Student Services
Reports to: College President
Status: Fulltime, Permanent
Deadline to apply: October 27, 2017

Summary:

Under the supervision of the White Earth Tribal and Community College (WETCC) President, the Dean of Student Services serves in an administrative position responsible for providing leadership and management for the Student Services division, as well as creating and encouraging teamwork and collaboration among divisional staff. The Dean serves on the President's Administrative Cabinet and engages in strategic planning which enables the Student Services division and the college to be more productive, efficient, and continuously improve services. The Dean is responsible for the overall direction and supervision of records and registration, admissions and recruiting, and financial aid. The Dean supports the holistic development of students through planning, advocacy, empowerment, leadership, accountability and community partnerships. Incumbent ensures all programs are in line with the WETCC's vision, mission and goals.

Qualifications/Requirements:

- Bachelor's Degree in Education, Human Services or a related field, required.
- Master's Degree in Student Affairs, Education, Human Services or related field, preferred.
- Experience working in a higher education setting, preferred.
- Must have demonstrated skills and two years of experience in administration of policy and budgets.

Must have demonstrated skills and two years of experience in staff supervision

****Equal Opportunity Employer with Native American and Veteran Preference.**

How to apply: Submit a completed application/resume, transcripts, and two letters of recommendation to:

Denise J. Askelson, Human Resources
PO Box 471
Mahnomen, MN 56557

or email to; denise.askelson@wetcc.edu no later than October 27, 2017.

For questions call 218-935-0417 ext. 332

