

Dean of Student Services

Position Information

The Student Services Dean provides leadership, management, and supervision of student services programs to ensure student success. Areas of responsibility include recruitment, admissions, registration, enrollment management, student financial aid and scholarships, library, student records, disability services, student activities, tutoring, first-year experience, and food services. This position is responsible for upholding student rights and responsibilities and meeting student needs

Duties & Responsibilities:

- Provides leadership in the planning, development, assessment, and improvement of student services to promote student learning and increase student recruitment, enrollment, persistence, and completion.
- Hires, directs, and supervises Student Services staff.
- Oversees all student grievances and disciplinary actions to ensure due process and adherence to policy.
- Advises the Provost on student matters, including recruitment, enrollment, persistence, and concerns.
- Collects, compiles, and analyzes data. Shares finding to inform decision-making.
- Manages assigned inventory, budget, expenditures, and grants.
- Serves on college and other committees.
- Ensures the development of the WETCC Catalog, Student Handbook, School Calendar, and other relevant documents and reports.
- Ensures the accuracy of the student information management system.
- Other related duties as assigned.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm; with the ability to work a flexible schedule to *occasionally* include evening/weekend hours

Advertised Salary: \$29.69 - \$33.40/hour DOQ

Minimum Qualifications:

Master's degree in education, human services, or a related field

Must have demonstrated skills and three years of experience in the administration of policy and budgets with higher education

Must have demonstrated skills and five years of experience in management

Current driver's license and insurance

Ability to pass a background check prior to being offered employment

Ability to travel for professional development and job-related activities

Preferred Qualifications:

Advanced degree (doctorate) in student affairs, education, human services, or related field

Applicant Materials Required: Unofficial college transcripts, resume, three professional references, completed WETCC application, and background check consent form; application and consent form can be found at www.wetcc.edu.

Benefits:

WETCC offers a comprehensive benefits package, for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC also offers annual leave and sick leave, they both start accruing from the date of hire.

WETCC also has 17 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements:

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address eh social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision - *Gidinwewininaan Gibimiwidoomin niigaanakeyaa* – "We are carrying along into the future the way that we were given"

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.