

**NORTHLAND COMMUNITY & TECHNICAL COLLEGE
ADMINISTRATOR POSITION DESCRIPTION**

ADMINISTRATIVE TITLE: Dean of Student Success	
NAME OF ADMINISTRATOR:	
RANGE ASSIGNMENT: 5 / 220	POSITION CONTROL NUMBER:

POSITION PURPOSE:

Reporting to the Vice President of Academic & Student Affairs, the Dean of Student Success provides strategic and innovative leadership that enhances student access, engagement, retention, completion, and well-being.

The Dean of Student Success is expected to collaboratively develop and lead holistic and systemic approaches to student success, implement assessment strategies that support continuous improvement; build symbiotic relationships with internal and external stakeholders; and demonstrate professionalism and quality customer service.

The Dean of Student Success fosters, supports, and enhances a student-centered academic environment, which frames Northland’s mission, vision, and strategic plan at the forefront of decision-making. The Dean is expected to engage as a collaborative member of the Academic & Student Affairs Leadership Team to maintain a positive, collegial, and productive environment that encourages innovation, opportunities, and excellence.

Signature of Employee _____ **Date** _____.

Signature of Supervisor _____ **Date** _____.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Provide innovative and transformational leadership in collaboration with Academic & Student Affairs Leadership Team resulting in improved student success outcomes

- Promoting and enhancing recruitment, access, retention, academic achievement, and learner satisfaction aligned with Northland’s mission, vision, strategic plan, budget, and best practices.
- Creating and maintaining a positive teaching and learning environment by exhibiting a growth mindset; being a life-long learner; seeking win/win solutions

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- when possible; and maintaining currency with trends, legislation, and other actions that may affect enrollment, programs, accreditation, and/or operations.
- Overseeing implementation of assessment policies and procedures in assigned areas, monitoring student academic achievement in relation to performance outcomes, and ensuring progress is made to meet Northland's and Minnesota State's Equity2030 goals.
 - Overseeing Northland's student recruitment efforts and providing leadership by establishing recruitment and outreach strategies that meet enrollment goals.
 - Providing administrative oversight and direction to athletics and student life.
 - Working collaboratively with academic programs, faculty and the college community in establishing and achieving enrollment goals for all instructional areas of the college.
 - Providing personnel and non-personnel budgetary recommendations that align with Northland's strategic plan and administering budgets to assure that needs are met and fiscal integrity maintained.
 - Providing statistics, research, and data guidance to departments to aid in data-informed decision-making.
 - Supervising and coordinating institutional and programmatic accreditation and certification activities with Academic & Student Affairs Leadership Team, HLC Workgroup, Assessment & Program Review Committee, and the Accreditation Liaison Officer as appropriate.
 - Developing, revising, and implementing policies and procedures impacting student success in compliance with federal laws and regulations, state laws, Minnesota State policies, and College policies.
 - Supervising and implementing grant activities and special projects related to program areas.
 - Maintaining currency in equal opportunity and affirmative action policies, procedures, and programs; ensuring they are effectively used within areas of responsibility.

Collaboratively develop and lead holistic and systemic approaches to student success utilizing assessment strategies that support continuous improvement

- Developing, implementing, promoting, and maintaining programs that increase student access, enrollment, retention, and completion.
- Supporting at-risk students by connecting them with college and community services.
- Maintaining, analyzing, and interpreting data to identify opportunities and develop strategies to advance academic achievement and student success.
- Using data to assess the effectiveness of support services.
- Developing department and personnel goals that align with Northland's strategic goals.

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Cultivate and maintain healthy, symbiotic relationships with all stakeholders (e.g. students, faculty, staff, peers, community agencies, advisory committees, business and industry partners as well as secondary and higher education partners).

- Being accessible, timely in response, and cognizant of the necessity in using various modes (email/telephone/Zoom/In Person meeting) to effectively communicate.
- Preparing for, regularly attending, and actively engaging in scheduled meetings including bi-weekly Academic & Student Affairs Leadership Team and President's Administrators bimonthly meetings; consistently holding frequent, recurring meetings with direct reports; and serving on other committees as assigned/appropriate.
- Coordinating recruitment and retention efforts for academic programs with Academic & Student Affairs Leadership Team, Division Chairs, marketing, etc. as appropriate.
- Promoting cooperation with regional high schools, businesses, higher education institutions, and interagency groups to increase access, retention, and student success.
- Regularly attending and engaging at regional dean meetings; and providing a written summary at the next regularly scheduled Academic & Student Affairs Leadership Council.
- Actively attending and engaging in state, regional, and national professional groups as well as Minnesota State system-wide gatherings as appropriate; maintaining effective and collegial communications with System Office staff and peers system-wide.
- Assuring compliance with Safety & Health regulations within the scope of responsibilities.

Serve as the Title IX Officer

- Develop, implement, coordinate, and conduct educational programs and initiatives designed to educate and support students and employees regarding their rights and, where applicable, obligations under Title IX, including reporting options/responsibilities, support resources, college policy and applicable Student Conduct Code, complaint/grievance procedures, confidential resources, etc.
- Serve as a 1B.1 and 1B.3 Investigator as outlined by Minnesota State Colleges and Universities System (MinnState) policy and procedure.
- Coordinates all accommodations and interim measures for students and staff seeking Title IX protections.
- Oversee, coordinate, and ensure investigations of reports and complaints of sexual misconduct are adequate, reliable, timely, confidential and impartial; review and collaborate with legal counsel on proposed sanctions for sexual misconduct before

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they are imposed to ensure that they are reasonably calculated to stop the sexual misconduct and prevent its recurrence.

- Participate in annual system office training for sexual misconduct investigators.
- Ensure ongoing compliance with Title IX by collecting and analyzing data, writing comprehensive reports and maintaining records of investigations.
- Communicate with local law enforcement and government agencies to ensure reports are handled appropriately and in a timely manner; coordinate with local victim advocacy organizations and service providers.
- Maintain and update information contained on Sexual Violence Resources and Title IX webpages on college website.
- Collaborate with the Safety Director in the completion of the MOU's with local law enforcement agencies as required by Minnesota Statute.
- Monitor all aspects of the college's Title IX compliance.
- Serve as intake officer for all student pregnancy related matters and assigning accommodations; including serving as lead for pregnancy related medical withdraws and liasoning with advisors and faculty on academic advisement of pregnant students and new parents.

Manage NCTC's student complaint, grievance and conduct procedures.

- Conduct investigations of student conduct violation complaints as per NCTC student conduct policy/procedures.
- Conduct hearings, determine and recommend sanctions as needed and in consultation with the Dean of Student Affairs.
- Respond to student complaints grievances as per NCTC policy and procedures.

Lead and Supervise Student Success Office/Departments

- Provides institutional leadership and management to Financial Aid, Counseling, Registrar, Library Services, Admissions, Engagement & Retention, Athletics & Student Life, and Academic Success Center.
- Perform all supervisory tasks in accordance with established equal opportunity and affirmative action, non-harassment and employee safety policies and procedures.
- Delegate authority to appropriate employees for the management of student success.
- Ensure compliance with the College's Affirmative Action Plan and ensure equitable treatment of all employees and applicants for employment.

Demonstrate professionalism, create a respectful workplace, and embody quality customer service.

- Demonstrating professionalism, positive working relationships, quality customer service, and the ability to make decisions and solve problems.
- Maintaining confidentiality, positive communications, accurate records, and an organized, safe working environment.
- Exhibiting flexibility, willingness to learn, ability to adapt to change, and maintain currency in emerging technology.

Perform other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree from a regionally (institutionally) accredited college or university; **AND** at least three years (6 semesters) of progressively responsible leadership within academics, student affairs, and/or equity work at a college or university.
- Ability to be physically present on campus with frequent travel between Northland's main locations (Thief River Falls, East Grand Forks). This position is NOT eligible for remote work.
- Demonstrated understanding of the equity, inclusion, and success needs of rural community college students.
- Demonstrated cultural competency as well as a demonstrated ability to work successfully with the diverse academic, socioeconomic, cultural, disability, religious, gender identity, sexual orientations, and ethnic backgrounds of Northland students, faculty, and staff.
- Evidence of championing and modeling a continuous improvement mindset in assigned areas.
- Ability to organize, prioritize, and meet deadlines on simultaneous projects.
- A valid driver's license.

Knowledge of:

- Northland's student populations and their related issues, needs, and opportunities.
- Instructional and student support methodologies and best practices.
- The President's Forum "Learners First" framework and Minnesota Department of Education's Career Fields, Clusters & Pathways.

Skillsets:

- Effective in written, oral, and non-verbal communication.

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- Applying appropriate perspective to situations leading to creative solutions to the multitude of daily situations that arise.
- Demonstrated commitment to ethical behavior, honesty, and integrity.

Ability to:

- Manage conflict, change, and transformation effectively.
- Consistently follow through.
- Occasionally travel overnight and work non-standard hours.

Preferred Qualifications

- Master or Doctoral degree in education, educational leadership, counseling, or another student affairs-related field.
- 1-3 years of experience in student services in higher education.
- Demonstrated ability to lead strategic planning and evidence of systematic decision-making.
- Professional or lived experience in engaging diverse constituencies.
- Experience working in a union environment.
- Previous experience in a vocational/technical college and/or a combined comprehensive community & technical college.
- Previous experience as a Title IX Officer.

BUDGET AUTHORITY:

Salary: \$1,500,000

Non-Salary: \$580,000

REPORTABILITY:

Vice President of Academic & Student Affairs

SUPERVISION:

- Director of Financial Aid (MnSCU Acad Supr 3)
- Registrar (MnSCU Acad Prof 3)
- Director of Admissions, Engagement & Retention (MnSCU Acad Supr 2)
- Director of Athletics & Student Life (MnSCU Acad Supr 2)
- Director of Academic Success Center (MnSCU Acad Supr 1)
- MSCF Counselor
- MSCF Librarian
- Library Technician (2)

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