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Non-Classified  
Opening

# DEAN, STUDENT SERVICES

## Non-Classified Classification

### College of Eastern Idaho

**Open for Recruitment:** Open until filled. First application review will be the week of January 29, 2018 – interested candidates are encouraged to apply as soon as possible.

**Full-Time:** 40hr/week  
**Salary:** \$75,000 - \$85,440 annually

**Location(s):** Idaho Falls

**SPECIAL NOTIFICATION:** Incumbent will report directly to the Vice President of Instruction and Student Affairs. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

**CLASS PURPOSE:** This position exists to provide management and executive leadership to functions and services related to the Student Affairs Division. The Dean of Student Affairs provides leadership and direction in recruiting, admissions, advising, financial aid, course scheduling, retention, and degree completion of CEI students. This position advocates for student success systems and student life for the college.

#### RESPONSIBILITIES:

- Advocates for students, staff, and other stakeholders in the mission of the College of Eastern Idaho toward retention of students and degree completion.
- Monitors recruiting strategies, enrollment patterns, cost/benefit information, internships, employment and other development and needed changes to best serve the needs of CEI students.
- Oversee and direct the recruitment process and provide methods to attract rural students and improve the “Go On” rate of high school graduates in eastern Idaho.
- Provide input into curriculum and program development as a member of the Curriculum Committee.
- Monitors recruiting strategies, enrollment patterns, cost/benefit information, internships, employment and other development and needed changes to best serve the needs of CEI students.
- Oversee and direct the recruitment process and provide methods to attract.
- Promotes a team effort while supervising Student Affairs staff toward college mission completion.
- Regularly evaluates faculty, directors, and classified staff reporting directly to this position.
- Participates in marketing and information planning of the various departments.
- Oversee and direct the budget for Student Services.
- Liaison for Title 9 and Clery.

### **INSTRUCTION LEADERSHIP:**

- Advocates and represents the department on committees, councils, and taskforces at the college, local, state, and national level.
- Provide input in setting the College's Strategic Plan, mission, and purpose. Works closely with other managers on the Dean's Council.
- Coordinate the department in Student Services to ensure that student "on-boarding" is streamlined and effective.
- Coordinate the connection between Financial Aid, Admissions, Business Office, and Foundation.
- Research and implement "best practices" for Student Services policies and practices.
- Educate all divisions about policies and procedures in the Student Services area and develop a strong method of communication.
- Participates with instructional leadership in policy formulation related to instructional programs, curriculum development, delivery of credit student development, and administrative services.

### **COLLABORATION:**

- Maintains a good working relationship with the Idaho State Board of Education and the State Division of Professional Technical Education.
- Collaborates with the Dual Credit Coordinator, Dean of CTE and the Dean of General Education for all offerings, and relationships with high schools.
- Develops, maintains, and promotes articulation agreements with four-year colleges and universities.
- Conveys by works and action the values expected by CEI.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

- Master's degree from a regionally accredited institution in teaching discipline, education, educational administration/management, counseling/student services, or a closely related field.
- Experience with Student Services and in meeting the needs of business and industry.
- Two academic years of equivalent of full-time, post-secondary classroom teaching is required.

### **HOW TO APPLY:**

Electronically submit a completed application packet (in .pdf or Word format) to [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.** For additional questions contact: **Human Resources at (208) 535-5495** or by email at [hr@cei.edu](mailto:hr@cei.edu)

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.