



**Office of Human Resources  
Job Description**

**Dean of Education Enterprise**

**Position Profile**

Under the direction of Vice President of Business and Administration or Designee, the Dean of Education Enterprises serves as administrative officer providing business and financial management expertise, leadership and direction of the District's auxiliary services and education enterprise endeavors. Areas of oversight include but are not limited to, campus business operations, Bursar's Office, Bookstore, Scholarship Office, Transportation Services, and student housing options. The incumbent is expected to develop entrepreneurial options **and revenue generation strategies**. The Dean will oversee the overall operation of **the** college auxiliary services, funds, **banking**, and enterprises. **The Dean** will ensure fiscal and budgetary integrity **by** adherence and compliance to laws, governmental accounting standards, rules, **and District** policies and procedures. The Dean will assist departments in advancement of the **College's (Education) Mission**. The Dean will also work in a consultative capacity with administration, with academic and student service departments, **and college** personnel to assist in the development and maintenance of services and goods which could generate revenue for the District.

**Primary Duties and Responsibilities**

***(Examples of key duties are interpreted as being descriptive and not restrictive.)***

- Provide direction and leadership to education enterprise efforts and college auxiliary services operations; manage the District's Auxiliary operations.
- In collaboration with senior management, set objectives, plan, assess and evaluate feasible business/revenue generation ideas, strategies and applicable processes.
- Work collaboratively with Department Chairs, Faculty Leaders, Administrators and Managers regarding special accounts.
- Provide fiscal oversight of District component units and foundations.
- **Provide fiscal oversight of Auxiliary Services bank accounts.**
- Lead, supervise, and evaluate assigned management and classified support personnel.
- Participate in policy development, institutional support efforts and managerial activities.
- Serve as fiscal advisor to and member of the Associated Students' Finance Committee.
- Ensure budget models for auxiliary programs are in accordance with District policy and procedures.
- Maintain a strategic business outlook that will enhance organizational efficiency.
- Develop business plans and proposals, prepare and maintain budgets.
- Provide oversight of District, Associated Student and Auxiliary Trust Account investments which includes collection of bad debt, parking revenues, management of Auxiliary Trust

Account revenues and expenses including bookstore, student refunds, financial aid check distribution, emergency loan check distribution, and international student billing and collection.

- Provide administrative direction for the coordination and implementation to integrate cash receipts operation for District and Auxiliary accounts; and ensures accounts are balanced and disbursed to District Fiscal Services.
- Participate in accreditation and program review processes.
- Serve on committees, taskforces, and special assignments, as assigned.

### **Qualifications\* – Education and Experience**

Requires a Master's Degree in Business Administration, Management, Business Finance, Public Administration, Accounting, or related field from an accredited college or university, and five (5) years of progressively responsible business administration or development, public administration or management experience including at least three (3) years in a supervisory or program management capacity. Must have at least one (1) year of educational and leadership experience reasonably related to the assignment.

Must be able to demonstrate sensitivity to and understanding of the broad, diverse community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

\*Applicant must meet the minimum qualifications of a faculty discipline at the college. To review the minimum qualifications for faculty disciplines, refer to Minimum Qualifications for Faculty and Administrators in California Community Colleges which can be found in the SMC website at:

<http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>

### **Skills, Knowledge and Abilities**

- Ability to effectively perform the duties and responsibilities of the position
- **Knowledge of general accounting principles and practices**
- Demonstrated effectiveness working with a wide range of constituents from board members to students.
- Demonstrated ability to promote collaboration, teamwork and partnerships.
- Ability to work with a broad and diverse range of people and activities.
- Budget planning and management skills.
- Supervisory skill sets demonstrating the ability to lead, collaborate, coordinate, and to supervise staff.
- Demonstrated ability to analyze, evaluate and recommend innovative changes
- Work successfully in an atmosphere of collegial decision making.

*Approved by the Board of Trustees: 05/05/2015*