



## New Management Hiring/Position Justification

**Hiring Division/Department:** Student Services      **Position Title:** Dean, Enrollment Services and Support Programs

### Classification

Position type: Permanent X      Full Time X      # of months 12  
Part Time \_\_\_\_\_ % of Full Time \_\_\_\_\_ # of months \_\_\_\_\_

Position: General Funds X  
Allocation: External Funds\* \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Budget Information

Grade	<u>AD</u>	Step	<u>1</u>	Annual Salary	<u>\$157,080.00</u>
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### **Justification**

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

#### **The specific needs for this position include:**

- The college's desire to increase FTES
- The District's desire to strengthen our High School partnerships
- Establishment of the University Center
- Implementation of Guided Pathways and AB705
- Alignment with sister colleges in streamlining enrollment and support program communications (Skyline and CSM both have Deans of Enrollment as well as Directors of Guided Pathways. This proposed position would serve both rolls).

#### **Brief duties:**

- This position would provide leadership for the development of necessary programs and services designed to assure student access, ease of entry, and successful transition to college.
- The Dean would also work collaboratively with Directors and Coordinators to facilitate Guided Pathways, Promise, University Center and Dual Enrollment efforts.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.
  - **Alignment with mission:** It aligns with the college mission by ensuring students have equitable opportunities to achieve their academic objectives.
  - **Supports Strategic Goals:** This position addresses the college's strategic goals by streamlining processes related to student onboarding, retention and exiting.
3. Explain how adding this position will strengthen the department or division.
  - **Strengthen Student Services:** This position would directly interact with high school and University Center partners to expand opportunities for students and, increase enrollment. It would also assist in implementing changes (as needed) resulting from the Guided Pathways initiative.
4. Explain how this work will be accomplished if the position is not filled.
  - **If not filled:** The Student Services Division will maintain status quo and will not be able to reach its true potential which, in turn, deprives our students of the services they deserve.

Please submit completed Management Hiring/ Position Justification electronically to the responsible administrator in your division or department.

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**This position has been reviewed by the department or division and is recommended for hiring.**

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Cañada College President / Hiring Supervisor

Date