POSITION PURPOSE
Reporting to the Vice President of Student Services and the Provost of Multi-cultural International Learning Community, plans, schedules, budgets and implements Intercultural/International studies division, Multicultural/International center classes and activities.

NATURE and SCOPE
The Dean of Intercultural and International studies supervises full and adjunct faculty, classified staff and casual hourly and student employees.

KEY DUTIES and RESPONSIBILITIES
1. Directs EOPS, CARE, and SWEL services for the College, which involves 15-20 student employees, 10 classified and 6 certificated staff.
2. Prepare, recommend, monitor, and close out EOPS, CARE, and SWEL grant budgets.
3. Prepare projects and other needed proposals related to EOPS and CARE programs.
4. Supervise and evaluate select EOPS classified staff, as well as SWEL certificated and classified staff.
5. Assist in employing and evaluating all part-time faculty.
6. Assist in developing the class schedule as it pertains to part-time faculty.
7. Teach one IIS class in Fall, Winter and Spring quarters as part of load.
8. Develop and assist in implementing a marketing and promotion plan for the division.
9. Develop and assist in implementing a plan for increasing IIS majors and AA degree recipients.
10. Assist in the development of short and long-term goals of the division.
11. Assist in developing and implementing a staff development plan for the division.
12. Submit end-of-year reports as required.
13. Administer the daily operations of the Division in the absence of the Dean.
14. Performs other related duties as assigned.
15. Develops International Studies curriculum, funding and developing a Multicultural / International Center.

EMPLOYMENT STANDARDS
Knowledge:

1. Fundraising and proposal writing
2. Program develop and curriculum experience.
3. Background in diversity issues.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

Education and Experience:

2. BA in related field. Master is preferred.
3. 3-5 years of experience

Working Conditions:

Typical office environment

Range: J
EEO-Category: H10