



State University of New York
ERIE COMMUNITY COLLEGE

Announcement of Professional Vacancy

700-01-01-2008

REVISED

January 23, 2008

ASSISTANT DEAN OF STUDENTS (AAECC)

STUDENT SERVICES DEPARTMENT

FULL-TIME/TEMPORARY JOB GROUP XIII SALARY \$ 50,836

DESCRIPTION: The work involves the supervision, design, implementation, and evaluation of student service related programs including: Student Activities, Leadership Programs and Student Government. Under the direction of the Associate Vice President of Student Affairs and the Dean of Students, the incumbent supervises specialists in the various student services departments and does related work as required.

REQUIREMENTS: Good communication and human relation skills; strong supervisory and administrative skills; Management level technology skills; thorough knowledge of Student Services activities at the College level; thorough knowledge of administrative and educational procedures and practices in the college setting; ability to supervise, coordinate and direct student activities and services at the college level; ability to supervise effectively and work cooperatively with faculty, staff and students; ability to motivate students and use sound professional judgment; ability to work effectively with various groups and individuals of diverse backgrounds and interests, knowledge, background and training in human development, higher education, co-curricular programming; ability to handle sensitive situations with tact and good judgment; physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited, registered college or university with a Bachelor's degree and five (5) years of responsible experience in Student Services areas at the College level, including two (2) years in a supervisory role.

Send cover letter referencing Job#700-01, ECC Application, resume, and unofficial transcripts by: February 21, 2008

Human Resources Representative

716-851-1840

Mail to: HUMAN RESOURCES
ERIE COMMUNITY COLLEGE
4041 SOUTHWESTERN BOULEVARD
ORCHARD PARK, NY 14127-2199

For immediate access to ECC Application go to: www.ecc.edu, click on jobs at ECC, Click on Job Postings, click on application

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Vietnam Era veterans are encouraged to apply.