

VICE PRESIDENT AND DEAN OF  
EDUCATIONAL OPPORTUNITY CENTER/COMMUNITY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the President - Westchester Community College, the incumbent is responsible for the administration and direction of the Educational Opportunity Center and the Community Services Division of the Westchester Community College. This decentralized division of WCC offers programs and services to prepare educationally and economically disadvantaged persons for higher education and employment training. The Dean serves on the cabinet of the President of the College and participates in the formulation and interpretation of policies established by the President and his cabinet. The incumbent has decision-making autonomy in the operation of the Educational Opportunity Center. Supervision is exercised over a substantial number of educational, professional and clerical support personnel. Performs related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the planning, implementation and coordination of the educational programs and the services for educationally and economically deprived students to achieve higher education and training;

Oversees training, supervision and evaluation of staff;

Oversees administration and operations of Community Services and Continued Education Division to ensure quality services to the community to enhance the profile of WCC and provide additional revenues;

Arranges for research that will provide a solid basis for program development concerning methods of preparing educationally and economically deprived students for higher education and employment;

Establishes and maintains a system of communication that will assure close cooperation with, and support by, other institutions of higher education in the New York region and the community at large;

Prepares and submits reports to the President of Westchester Community College;

Develops the academic philosophy and procedures of the Center in cooperation with appointed representatives from Westchester Community College and cooperating institutions in the region;

Performs the academic and administrative functions of the Center, including coordination with Westchester Community College, preparation of reports, and other data;

Develops and administers curriculum and programs with the faculty and assistants;

Establishes long and short-term goals for the division which are consistent with the goals and objectives of the College;

EXAMPLES OF WORK: (Con't)

Participates as a member of the Community College President's five-person cabinet, in discussion, formulation and interpretation of College policies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, and policies of education; thorough knowledge of public administration; good knowledge of the theory, principles, and practices of research; ability to write and speak effectively; ability to plan and direct the work of others; ability to interpret the Center and the College to the community; ability to establish and maintain professional relationships; sound professional judgment; integrity; diplomacy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in Educational Administration and eight years of professional experience, three of which must have been devoted to teaching and/or administration.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.