**Student Services**

Alaska Career College is looking for an Associate Dean of Students to join our team.

Assist in ensuring student success through proactive management of the student body and timely intervention when students encounter obstacles that might hinder their ability to complete their program of study.

**Job Type:** Full-time

**Responsibilities**

* Assures campus compliance with all Alaska Career College policies and procedures
* Become thoroughly familiar with, the school catalog and other school publications
* Directs and coordinates student programs
* Advises staff members on problems relating to students
* Advises students on matters pertaining to personal problems, educational and vocational objectives
* Advise students on attendance issues affecting their success
* Prepare and organize New Student Orientations
* Prepare and organize Term Start Awards Ceremony
* Elevate student concerns/complaints to Education and School Directors as necessary and follow up with students on actions taken
* Provide/coordinate share a ride program and/or other student transportation as needed
* Develop and co-manage student retention programs i.e., mentoring, teaching assistants, special services and seminars
* Act as a student advocate with support/funding agencies (ATAP, Native Corps and Tribal Offices, WFD, DVR) etc.
* Attend program department and general education department meetings

**Job Requirements:**

* Previous sales or customer service experience
* Bachelor’s degree or above in adult education preferred
* Outstanding written and verbal communication skills
* Ability to work within a team and be a team player
* Capacity to work in a fast-paced environment

**Experience:**

* Minimum of five years teaching, and/or education management experience
* Knowledge and experience in working with adult students and the social service and community service resources to which students can be referred for assistance is highly desirable

**Education:**

* Bachelor’s degree or above in adult education (preferred)

**Benefits:**

* Dental insurance
* Vision insurance
* Paid time off

**Schedule:**

* 8-hour shift
* Monday to Friday
* In person