



**Office of Human Resources  
Job Description**

**Title: DEAN, COMMUNITY AND ACADEMIC RELATIONS**

**Position Profile:**

Under the direction of the Senior Director for Government Relations/Institutional Communications, serve as the primary administrator in providing leadership for the Public Information Officer, Web and Social Media Manager, Community Relations, Community Outreach and the Public Policy Institute as well as other assigned programs. The incumbent will also provide administrative oversight to the Director of Marketing.

**Primary Duties and Responsibilities:**

- Assume primary responsibility for Community and Public Relations programs
- Maintain positive community relations and represent the college at various community meetings.
- Provide administrative leadership for district's internal and external communication
- Communicate effectively with administrators, faculty, staff, students and the public and work cooperatively to create a positive learning environment.
- Act as lead administrator with Community non-profit organizations
- Supervise the Public Information Officer and Web/Social Media Manager
- Develop a strategic plan for social media, website development and digital marketing
- Represent the District at local, state, and national meetings pertinent to specific assignment.
- Act as a liaison with the City of Santa Monica and Malibu
- Direct, monitor and review budget preparation, requisition of supplies and equipment, travel arrangements and official assignments.
- Participate in participatory governance and administrative committee meetings, as assigned.
- Serve on faculty hiring and evaluation committees
- Participate in accreditation processes
- Perform related duties, as assigned.

**Qualifications – Education and Experience:**

Possess a Master's degree from an accredited institution and have one year of formal training, internship or leadership experience related to the administrative assignment.

Must have evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student

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Dr. Chui L. Tsang, Superintendent and President

population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

At least three years of management experience in a leadership role is preferred.

**Qualifications – Skills, Knowledge and Abilities:**

- Excellent written, oral and communication skills;
- Knowledge of applicable federal, state, local government laws, and guidelines, to ensure compliance with regulatory laws, rules and regulations including but not limited to, Title 5, California Education Code, FERPA;
- Ability to formulate plans from conception to implementation;
- Ability to exercise sound judgment and discretion when handling sensitive and confidential information;
- Ability to work independently;
- Ability to organize and lead people;
- Ability to be flexible in adjusting strategies and plans to match the current goals, objectives and needs of the District.

**Personnel Management:**

This position supervises classified personnel and managers.

Established by the Board of Trustees

10/7/14