



VACANCY ANNOUNCEMENT

Position Title: Dean of Students

Position #: 100030

Position Status: Full-Time

Reports To: Vice President for Student Affairs

POSITION SUMMARY:

The Dean of Students provides vision and leadership and is responsible for creating an inclusive learning environment to meet the needs of a diverse student population. The Dean of Students reports to the Vice President of Student Affairs and serves as a member of the President's Cabinet. The Dean of Students has the overall responsibility for all non-instructional student personnel support services; student services related budgetary procedures, as well as implementation of policies and programs directly related to all areas of student service which include: residence life, student life, co-curricular programming, mental health, retention services, student code of conduct, and student affairs assessment.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership, strategic planning, oversight and coordination of all student affair departments in the areas of programming, policy development, human resources, facilities and fiscal resource management.
2. Collaborate with campus departments to address the holistic needs of underrepresented and marginalized student populations.
3. Foster professional growth and development among student affairs staff through training, mentoring, and performance evaluation.
4. Provide oversight for the coordination of new student orientation, student recognition, wellness initiatives, and other student-centered events.
5. Co-advise student government; ensure student leadership participation on the CCCS state board, increase student participation from underrepresented students.
6. Create, implement and assess quality, inclusive, student life programming.
7. Create living and learning environment based on emerging practices for residence life, which includes metrics and evaluation tools.
8. Oversee administration of the Student Code of Conduct and disciplinary procedures with fairness and equity.
9. Lead initiatives that strengthen student retention and persistence by addressing non-academic barriers to success.
10. Lead behavioral intervention and care team efforts to support students in crisis.
11. Ensure compliance with federal, state, and system-wide regulations including FERPA, ADA, Clery Act, and Title IX.
12. Promote a student-centered philosophy that supports student development and engagement inside and outside the classroom.
13. Manage student affairs budgets and participate in resource allocation processes.
14. Provide high-level student advocacy and problem resolution, often in collaboration with academic and administrative units.
15. Develop and enhance the assessment of student learning outcome for student affairs.
16. Serve as the Title IX Deputy.
17. Serve on the President's Cabinet and college/CCC System wide committees as assigned.
18. Perform other tasks as assigned by the Vice President for Student Affairs.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited institution in education, counseling, or related field.
- 3 years of higher education experience

PREFERRED QUALIFICATIONS:

- 3-5 years of relevant management and budget experience.
- Record of success in creating and implementing a vision for a student success.
- Record of effective and innovative leadership in process development, strategic planning, commitment and success in developing an inclusive environment for all students.
- Demonstrated experience collaborating with instructional programs.
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

\$71,050 - \$78,155 with an excellent and competitive benefit package including retirement, health, vision, dental and life insurance, sick and personal leave. [Benefit Information](#)
12-month position renewable position.

APPLICATION INSTRUCTIONS**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – priority will be given to applications received by June 20, 2025

POSITION START DATE:

ASAP

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources
1802 Colorado Ave
La Junta, CO 81050

FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check before an offer of employment can be extended.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.*****

*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production
- Advanced Welding Pipe
- Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.