

Assistant to the Dean of Students
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=261808>

Downloaded On: Sep. 19, 2025 11:11am

Posted Aug. 28, 2025, set to expire Dec. 27, 2025

Job Title Assistant to the Dean of Students
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Aug. 28, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Apply By Email

Job Description

Posting Details

Position Information

Position Title: Assistant to the Dean of Students

Requisition Number: SCA00852

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General Description

Under the direction of the Associate Vice President and Dean of Students, the Assistant to the Dean of Students provides administrative and operational support for the Dean of Students office and its leadership team, including the Associate Dean, Assistant Dean, and Manager of Student Conduct and Behavior Intervention. This position serves as a key administrative resource on procedural, logistical, and divisional matters while coordinating processes related to budget tracking, hiring, data reporting, and communications. The position also plays a critical role in ensuring timely follow-through on divisional tasks, maintaining accurate records, and delivering quality service to students, faculty, and staff.

Operating with a high degree of professionalism, discretion, and autonomy, this position provides assistance with complex and confidential matters, anticipates administrative needs, and ensures the efficient functioning of a fast-paced and multifaceted office. The Administrative Support Specialist demonstrates sound judgment, strong organizational and communication skills, and the ability to independently manage multiple, shifting priorities in a dynamic academic environment. The role requires not only expert-level administrative capabilities but also a proactive, solutions oriented approach in support of divisional initiatives, coordinating internal communications, and supporting subdivisional processes.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

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Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Provide administrative support to the AVP/Dean of Students and leadership team, including meeting scheduling, correspondence drafting, calendar coordination, and preparation of materials for meetings or presentations.
- Prepare briefing materials, agendas, and follow-up documentation for meetings and initiatives.
- Exercise independent judgment in prioritizing tasks, resolving scheduling conflicts, and responding to inquiries on behalf of the leadership team.
- Assist hiring managers with hiring and onboarding processes by preparing forms, scheduling interviews, and supporting the completion of new hire documentation for both faculty and staff joining the subdivision in conjunction with the Human Resources department.
- Support the Manager of Student Conduct and Behavior Intervention with scheduling student hearings, tracking case information, and preparing routine documentation.
- Maintain divisional records and tracking systems for student-related processes, including Excused Withdrawal requests and academic standing support.
- Coordinate with the Business Office to process requisitions and track expenditures of multiple departmental budgets within the subdivision.
- Assist in preparing budget reports, forecasts, and justifications by gathering relevant financial data, analyzing trends, and drafting clear summaries to support leadership decision-making.
- Support the management team by helping deliver training sessions and offering guidance to staff on budget procedures, procurement processes, and financial documentation requirements, ensuring consistency and compliance across the team.
- Provide administrative support to the manager by coordinating the collection of budget proposals, justifications, and quarterly financial summaries from department leaders. This includes compiling data and initial documents, while ensuring accuracy.
- Maintain and organize shared folders, reports, and digital records in support of the Student Success & Engagement leadership team.

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- Assist the Assistant Dean in coordinating and delivering training and guidance to staff by organizing sessions and sharing information on budget procedures, procurement processes, and financial documentation requirements to support consistency and compliance.
- Serve as a divisional liaison to ITS and Academic Affairs on operational or data-related requests and support general data tracking and reporting efforts.
- Maintain and update Student Success & Engagement web content to reflect current services and department contacts.
- Provide first-point-of-contact reception and support for the Dean of Students Suite; respond to student, staff, and faculty inquiries in a professional and helpful manner.
- Work closely with all administrative associates and similar support roles to plan and run regular trainings, organize meetings to share updates and ideas, and help streamline processes that support divisional goals.
- Coordinate logistics for divisional meetings and events, including reserving rooms, organizing catering, and assisting with A/V setup.
- Assist in tracking office inventory and placing supply orders as needed.
- Deliver quality customer service to internal and external constituents in a courteous, professional, and solution-oriented manner.
- Perform other duties as assigned.

Minimum Qualifications

- Associate's degree or equivalent coursework required. Any and all degrees must be from a regionally accredited institution of higher learning.
- Five (5) years of administrative, office operations, or related work experience required.
- Detail-oriented, organized, and proactive with the ability to manage multiple priorities in a dynamic office setting.
- Strong written and verbal communication skills required.
- Advanced proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) required.
- Ability to maintain discretion and confidentiality when handling sensitive student and personnel matters.
- Ability to work effectively in a diverse academic environment with individuals of varying backgrounds and experiences.

Preferred Qualifications

- Bachelor's degree preferred.

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- Experience in higher education or student services strongly preferred.
- Familiarity with budget tracking, procurement processes, and institutional systems preferred.
- Experience with event coordination, project support, or webpage editing preferred.
- Understanding of student conduct processes or institutional policy compliance is strongly preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 8

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Min Salary/Hourly Rate: \$26.00
Max Salary/Hourly Rate: \$39.78
Job Posting Open Date: 09/01/2025
Type of Position: Confidential
Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question

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does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have five years of administrative, office operations, or related work experience?
 - Yes
 - No
5. * Do you have clerical and administrative experience in higher education?
 - Yes
 - No
6. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
 - Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

1. Resume

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2. Cover Letter/Letter of Application

Optional Documents

1. References

Image not found or type unknown



PI277635724

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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