



POSITION DESCRIPTION

Vice President of Student Services

Position Vice President of Student Services
Department/Site Student Services
FLSA Exempt
Evaluated by Superintendent/President
Salary Range M-89

General Description

Under the direction and supervision of the Superintendent/President, the Vice President of Student Services serves as the chief student services officer of the District and is responsible for providing leadership and direction to the Student Services Division comprised of the Counseling Programs and Services, Enrollment Services, Student Affairs, and Campus Safety departments. In addition, the Vice President of Student Services supervises the student services programs directed by assigned management, supervisor, and/or faculty personnel, including: counseling and advisement, athletic eligibility, admissions and records, career/transfer center, financial aid, student conduct, student grievance procedures, student life and leadership development, health services, veterans services, student equity and achievement program (SEAP), articulation, assessment testing, student orientation, extended opportunities programs and services (EOP&S), disabled students programs and services (DSPS), CARE, CalWORKs, international students, and high school outreach.

The Vice President of Student Services is accountable for achievement of the District's mission within the scope of the Student Services Division as set forth in the District's Strategic Plan, and for assessing and meeting student needs. In addition, the Vice President of Student Services is responsible for ensuring effective student learning outcomes, program evaluations and providing leadership and support for key programs and initiatives such as Guided Pathways, Student Equity and Achievement (SEAP), and enrollment strategies.

The Vice President of Student Services should be an innovative thinker who seeks cutting-edge solutions to problem solving and, possess outstanding interpersonal, written, and oral communication skills.

The Vice President of Student Services serves as a member of the Superintendent/President's cabinet, and provides direct leadership over shared governance committees as assigned.

Essential Duties and Responsibilities

- Provides leadership and direction in the planning, organizing, and coordinating of the Student Services Division while achieving the institutional goals and objectives, and ensuring that student support services are provided to students to achieve educational success.
- Leads, analyzes, and anticipates the needs of the District from a college-wide perspective and formulates strategies to more effectively meet the mission of the college today and into the future.
- Leads the core departments of Counseling Programs and Services, Enrollment Services, Financial Aid, Student Affairs, Campus Safety, and special programs; oversees the development and evaluation of policies and procedures for these areas.
- Provides leadership for the development of program review processes in accordance with District goals and standards.



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- Works collaboratively with the Vice President of Academic Affairs in matters related to the coordination of the academic programs and student services.
- Serves as the primary link between the Student Services staff and Administrative Services in all budgetary matters related to Student Services programs. Prepares and maintains comprehensive budgets for Student Services programs.
- Leads in the development, implementation, and assessment of Student Learning and Program Outcomes for all Student Services programs.
- Works collaboratively with the Vice President of Academic Affairs to liaison with the Academic Senate.
- Works collaboratively with the Vice President of Academic Affairs in the development of effective enrollment strategies and activities.
- Advises and confers with the Superintendent/President on management issues involving college programs and services including development and/or revision of Board policies and administrative procedures, and participates in strategic and long-range planning for college activities and programs.
- Prepares, recommends, and implements budgets for assigned areas; and takes necessary action to assure compliance within budget limitations and established fiscal policies.
- Directs the preparation of reports as required by federal, state, local, and District regulations; informs the Superintendent/President and other District staff as to the status of assigned functions or groups of services.
- Maintains current knowledge of legislation and educational trends pertinent to student services.
- Ensures all Student Services departments operate in compliance with Title V regulations, the Education Code, and federal statutes.
- Ensures adherence to the District's Board Policies and Administrative Procedures and ensures regular review and updates, as applicable, of assigned policies and procedures.
- Participates in the hiring and evaluation of faculty and staff.
- Develops and fosters communication with students, parents, faculty, community agencies, elected officials, and the public through participation in community organizations, student organizations, and other organizations.
- Provides assistance to and serves, as needed, on the District negotiating teams, assists in the preparation of negotiation proposals and ensures compliance with collective bargaining agreements.
- Ensures Student Services faculty and staff evaluation procedures are consistent with negotiated agreements and the District's policies and procedures.
- Assists in resolution of faculty and staff grievances and complaints in accordance with administrative procedures and collective bargaining agreements.
- Delegates responsibility and authority while maintaining accountability.
- Serves as a resource within the District, region, and state to provide information on the many aspects of student services, special needs of students, and ways in which student success could be enhanced by changes in college, community, or state programs and policies.
- Represents the District at state activities related to student services and programs.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.



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Minimum Qualifications

- Possession of a master's degree (or higher) or possession of a California Community College Administrative Credential (valid for life).
- A minimum of three (3) years of successful leadership experience as a senior administrator at an institution of higher education.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.