

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **VICE PRESIDENT OF STUDENT SERVICES**

#### **THE POSITION**

The Vice President of Student Services is the chief student services officer of the college providing direction and leadership for student services programs and staff; is responsible for the recruitment, selection, assignment, and evaluation of all student services faculty and staff, and for the preparation and administration of the student services budget.

Under the direction of the Superintendent/President, the Vice President of Student Services directs all departments and programs of student services including, but not limited to Admissions and Records, Counseling, Extended Opportunities Programs and Services (EOPS), Foster Youth, CARE, CalWorks, First Year & 2<sup>nd</sup> Year Experience Programs (EDGE/pLEDGE), Tutoring and Academic Skills Center (TASC), Student Life, International Educational Programs, the Transfer Center, Financial Aid, Student Health Services, Veterans' Center, and Disability Program and Services (DSPS).

Exercise independent decision authority within the scope of responsibilities and constraints of law and District policy

#### **GENERAL REPRESENTATIVE DUTIES**

The Vice President is responsible for leadership, planning, organizing, directing, supervising, and the evaluation of the activities of Student Services programs and support services for the District. The Vice President fosters an integrated process for planning, budgeting, and analysis with focus on student success and an inclusive environment with diversity infused into all aspects of the organization.

The Vice President provides opportunity for involvement by faculty and staff, as appropriate, in consideration and discussion of the development of policy, procedures, and programs. The leadership, supervision, planning, implementation and coordination responsibilities entail working with managers, faculty, staff, students, and appropriate college committees, councils, and task forces in a collegial manner to assure that the institutional goals and delivery systems are meeting student-learning needs and are in consonance with District goals and objectives. The Vice President functions effectively as a member of an administrative team and works well with and evidences sensitivity towards persons at all levels of the college.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop and implement long- and short-term plans and activities for student services functions as well as the district as a whole.
2. In collaboration with the Vice President of Instruction, provide leadership support for the college strategic master plan, and educational planning and program review processes.
3. Serve as the primary link between the student services staff and the Vice President, Administrative Services in all budgetary matters related to student services.
4. Collaborate with the Vice President of Instruction in all matters related to the coordination of student services and instructional programs.
5. Direct, supervise, and evaluate assigned academic and classified staff; recommend for employment, direct the assignment of, and direct the evaluation of all student services personnel.

6. As appropriate, provide for the orientation, training, and professional development of administrative, faculty, and staff personnel in area of responsibility.
7. Direct the utilization of the student services facilities and participate in the planning of new facilities for the purpose of student service.
8. Direct the district's policy on student discipline and student grievance as the designee of the Superintendent/President.
9. Prepare the annual budget for the student services component of the college; control/monitor student service department and program budgets; assist in the preparation of the district budget.
10. Act as a representative of the college with other community colleges, educational institutions, and the community.
11. In collaboration with the Vice President of Instruction, provide for effective enrollment management strategies, initiatives, and efficiencies.
12. May participate in and assist with contract negotiations, contract administration, and faculty grievance management.
13. Provide for the articulation and matriculation activities of the college.
14. Direct the application for, and management of, student services grant programs.
15. In collaboration with the Vice President of Instruction develop and provide for a culture of inquiry and evidence to support a results-oriented approach across the college.
16. Provide for on-going student access and success by forging partnerships with external entities, including K-12 school districts, four-year colleges, community-based organizations, and employers.
17. Provide leadership for the development of strategies and activities that encourage and foster innovation in support of student success.
18. Coordinate the student services program review component with other major components of the college.
19. Act as chair, or assign a chair, for councils and committees related to student services.
20. Establish and provide leadership for appropriate college-wide councils, committees, and task forces.
21. Communicate effectively with other administrators and district personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.
22. Function as a member of a team in accordance with the principles and practices outlined in the *Management Personnel Plan*.
23. Maintain current knowledge of new developments and innovations in community colleges and higher education in general serve as an informed and knowledgeable resource for campus-wide efforts
24. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files. Prepare and present Board reports.
25. Assure compliance with all applicable laws, regulations, codes, rules, and restrictions related to assigned Student Services, programs and activities; assure the highest legal and ethical standards are maintained and communicated.
26. Represent the District to national, state, and local agencies and at various councils, committees and task forces, as appropriate.
27. May serve as chief executive in charge of the district in absence of the Superintendent/President, as assigned
28. Perform related duties as required or assigned.
29. In collaboration with the Vice President of Instruction, drive and support the college-wide effort to implement the Guided Pathways framework and the advancement of distance learning.

### **MINIMUM QUALIFICATIONS**

- Master's degree or higher from an accredited institution, or possession of a California Community College Administrator's Credential; and

- Two (2) years of senior level experience is required; and
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students.

### **DESIRABLE QUALIFICATIONS**

- A minimum of three (3) years' professional senior level management experience in an educational institution, preferably in a community college environment
- Master's degree in a discipline in the Student Services area.
- Earned doctorate.
- Experience in negotiations with employee organizations.

### **REQUIRED PROFICIENCIES**

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Effective methods and techniques of leadership and management.
- Principles of employee supervision and evaluation.
- Computer applications that support management systems and student services functions.
- Principles of budget planning, development, and management.
- District policies, procedures, and current educational programs.
- Advanced oral and written communication skills.

#### **Ability to:**

- Demonstrate leadership in management and planning.
- Plan, organize, and evaluate the work of others.
- Train and oversee the work of others.
- Create a supportive environment for staff, faculty, and students.
- Use computer applications that support management systems and student services functions.
- Apply pertinent laws, rules, and regulations.
- Manage budgets.
- Compile data and prepare accurate reports.
- Communicate effectively both orally and in writing.
- Work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds, and with all segments of the college community.
- Perform consistently under the pressure of deadlines and other administrative demands.

### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and current vehicle Insurance meeting State of California requirements

### **EMPLOYMENT STATUS**

Educational Administrator

### **SALARY.**

Salary is commensurate with experience and qualifications.

Approved: November \_\_\_\_, 2018