



West Valley - Mission

Community College District

CLASS SPECIFICATION

VICE PRESIDENT, STUDENT SERVICES

Academic Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 30

DEFINITION

To provide leadership and to plan, organize, direct, and review the activities and operations of student services including categorical programs, enrollment and financial services, student development, health, and athletics; to coordinate assigned activities with other campus groups and outside agencies; and to provide highly responsible and complex administrative support to the President.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the President.

Exercises direct supervision over assigned management, supervisory, faculty, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan, and implement student services goals and objectives; recommend and administer policies and procedures.

Coordinate activities with those of other departments to include Campus Center and the Veterans Resource Center, and outside agencies, including but not limited to local schools, and organizations; provide staff assistance to the President and Chancellor; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the student services budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.

Select, train, motivate, mentor and evaluate faculty and staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of student services.

Assure optimum services to students in all areas of student life, to assure maximum student access, progress, and success.

Adjudicate student appeals and grievances within areas of responsibility; administer the code of conduct, due process and student discipline.

Oversee special programs, such as Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), California Work Opportunity and Responsibility to Kids (CalWORKs).

Develop and implement initiatives for new student support service programs and participate in development activities and grants including writing local, state and federal grants; determine athletic eligibility.

Research and prepare technical and administrative reports and studies, including submitting federal and state reports; prepare written correspondence as necessary; act as Administrator of Record for federal grants; implement applicable federal regulations.

Serve as a member of the president's leadership team; establish and achieve institutional goals in accordance with the college's educational and facilities master plan; ensure that development of short and long-term plans for all instructional programs and services occur in concert with the college's overall direction and priority.

Represent student services to outside groups and organizations; participate in outside community and professional groups and committees; serve as liaison for federal requirements; present at meetings related to student services; provide technical assistance as necessary.

Participate in the accreditation process and audit process providing documents and reports.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of administration of student services available at institutions of higher education.

Principles and practices of student disciplinary and grievance processes.

Principles and techniques of grantsmanship and grant writing.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal laws, rules and regulations; categorical program requirements.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct, and control the administration and operations of the student services.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer student services budgets.

Develop and implement student services policies and procedures.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply district and student services policies, procedures, rules, and regulations.

Supervise, train, mentor and evaluate assigned faculty and staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in academic administration, including two years of senior level administrative and management responsibility.

Education:

Equivalent to a Master's degree from an accredited college or university, with major course work in education or a field related to specific area of assignment.

EEO Category: Executive/Administrative/Managerial

Date Approved: July 1, 2016