

Vice President, Student Services
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

The Vice President, Student Services, reports directly to the President of the College and is the chief student services administrator, provides direction for Student Services for the college, manages and supervises the staff and operation of the Student Services divisions or departments. Serves as the 504 Compliance Officer.

Examples of Duties

1. Provides leadership and supervises the planning, organizing, and coordination of the Student Services Division while achieving the institutional goals and objectives, and ensuring that academic support services are provided to students to achieve educational success.
2. Provides administrative supervision to the Student Services management staff.
3. Directs the core departments of Counseling, Admissions and Records, Financial Aid, Student Affairs, and special programs; oversees the development and evaluation of policies and procedures for these areas.
4. Identify the needs of the service area and students to enhance a supportive learning environment.
5. Systematically assess student support services using student learning *outcomes* and other appropriate measures in order to improve the effectiveness of these services.
6. Assess the student services needs of the local communities.
7. Develops and implements an appropriate plan for support services.
8. Oversee a complex budget requiring coordination of categorical, general funds, and foundation resources.
9. Ensures all Student Services departments operate in compliance with Title 5 regulations, the Education Code, and federal statutes.

Examples of Duties (continued)

10. Develops, monitors, and evaluates College's Student Equity Plan.
11. Functions as 504 Compliance Officer.
12. Member of President's Cabinet and serves on College and District committees.
13. Performs other duties as assigned.

Minimum Qualifications

- Master's Degree from an accredited college/university.
- Five years of progressively responsible experience that includes supervision of multiple student service programs.
- A demonstrated sensitivity in working with people with diverse racial, ethnic, and socioeconomic backgrounds as well as those with disabilities.

Knowledge and Abilities

- Ability to work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Ability to exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Knowledge of the mission of the California Community Colleges.
- Knowledge of theories of student development as they relate to the adult learner, understanding of organizational systems and their contribution to student success.
- Ability to interpret state and federal laws to the campus population; effective oral and written communication with students, staff, and the community.
- Ability to make informed decisions using data from the district's integrated system of record.
- Ability to work harmoniously with the Vice President, Academic Affairs, and other appropriate staff in support of the student services and instructional programs.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
2	Ability to see for purposes of reading printed matter.
2	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)