

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

VICE-PRESIDENT OF STUDENT SERVICES

Chabot College
Management Class Specification

MANAGEMENT RESPONSIBILITY

The Vice-President of Student Services is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for the improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

GENERAL DESCRIPTION

The Vice-President of Student Services is the Chief Student Services Officer and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive student services program including admissions and records, counseling and advisement, matriculation, financial aid, veterans' affairs, assessment, transfer center, career and employment services center, health services, Extended Opportunity Programs and Services (EOPS), Disabled Student Programs and Services (DSPS), CalWORKs, job placement, course and program articulation, student outreach and recruitment, international student services, children's center, student discipline, student grievances, student scholarships, and student government and activities. This position reports directly to the College President and works collaboratively with the Vice-President of Academic Services and the Vice-President of Business Services.

DUTIES AND RESPONSIBILITIES

The Vice-President of Student Services shall:

1. develop, direct, coordinate, supervise, and evaluate the programs, personnel, operations, and activities of all College student services programs and ensure their compliance with District policies, Education Code, and State and Federal regulations;
2. directly supervise student services administrators;
3. coordinate the recruitment, selection and orientation of student services faculty and classified staff, and participate in the recruitment and selection of administrative staff ensuring equal opportunity in employment;

4. oversee the annual budget for all student services operations and the accountability and reporting for categorical expenditures;
5. assume responsibility for the completion of all necessary State and Federal reports in the area of responsibility;
6. participate in College strategic planning for programs, services, and facilities and coordinate financial planning with planning activities;
7. coordinate the evaluation of all assigned staff and assess the effectiveness of assignments to programs and services;
8. work closely with information technology systems to ensure the effective use of technology in areas related to student access, support services and student success;
9. assist institutional research related to area of responsibility;
10. provide direction and leadership for recruiting students, marketing College programs, and developing outreach programs to enhance cultural diversity and serve students with special needs;
11. maintain liaison with area high schools, colleges and universities and other organizations and agencies whose programs and services may assist in serving students or potential students;
12. direct and organize special College events such as the annual student recognition ceremony and commencement exercises;
13. administer the student conduct and due process policy, the student grievance policy, and the drug-free workplace policy;
14. provide leadership and direction for a staff development program for classified and certificated personnel in the student services area;
15. coordinate the student diversity and equity programs;
16. participate in the preparation of grant proposals for external funding;
17. serve as a member of the District and College Cabinets such as College Council, Academic and Student Services Council, Matriculation Committee, College and District Budget Study Groups, Institutional Planning and Budget Council, and other College and District committees as assigned;
18. maintain a close working relationship with the counterpart Vice-President of Student Services at the other college(s);

19. represent the College as the Chief Student Services Officer at state-wide organizations;
20. serve as an administrative associate to the College President and assume direct responsibility for the College during the absence of the President when assigned;
21. work cooperatively with the Faculty, Classified and Student Senates;
22. implement a process for systematic student services program review and utilize the results and recommendations to strengthen student services programs;
23. supervise College operations and function as assigned;
24. serve as evening/Saturday administrator as required.
25. develop and maintain additional student services at off-campus locations as necessary;
26. assume other duties and responsibilities as may be assigned by the College President.

MINIMUM QUALIFICATIONS

Education: Master's degree required from an accredited institution of higher education; earned doctorate preferred.

Experience: Significant full-time administrative experience in the area of student services in post-secondary education, preferably in a community college; or an equivalent combination of education and experience which indicates possession of the knowledge and skills required.

Desirable

Qualifications: Experience in using student management data systems for registration, student records, student tracking, and institutional research.

APPOINTMENT

The Vice-President of Student Services shall be appointed by the Governing Board upon the recommendation of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

Adopted by the Board of Trustees 5/17/94
Revised: 10/17/00, 3/19/02
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Board Designation: Administrative
(P:/ VP Student Services)