VICE PRESIDENT, STUDENT SERVICES
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Vice President, 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.

SCOPE

Under the general direction of the Superintendent/President, the Vice President, Student Services, directs all departments and programs of student services at the district administrative level, including but not limited to Admissions and Records, Counseling, Career Planning and Job Placement, the Cabrillo Advancement Program (CAP), Extended Opportunities Programs and Services (EOPS), Student Affairs, and the Transfer Center.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs activities, planning and development for student services programs.
2. Directs and supervises and evaluates assigned academic and classified staff; recommends for employment, directs the assignment of, and directs the evaluation of all student services staff.
3. Directs the utilization of the student services facilities.
4. Directs the district's policy on student discipline and student grievance as the designee of the Superintendent/President.
5. Prepares the annual budget for the student services component of the college, and controls student service department and program budgets, and assists in the preparation of the district budget.
6. Acts as a representative of the college with other community colleges, educational institutions and the community.
7. Assists in the articulation and matriculation activities of the college.
8. Directs the application for and management of student services grant programs.
9. Participates in and supports the accreditation process.
10. Directs a regular process of program review.
11. Coordinates the student services component with other major components of the college.
12. Acts as chair or assigns a chair for councils and committees related to student services.
13. Chairs or serves on district/college committees as required or assigned.
14. Performs related duties as required or assigned.
QUALIFICATIONS

Knowledge and Abilities:

Knowledge of effective management and leadership principles; knowledge of principles of employee supervision and evaluation; and knowledge of budget planning, development and management. Ability to demonstrate leadership in management and planning; to plan, organize and evaluate the work of others; to train and oversee the work of others and create a supportive environment for staff and students; to apply pertinent laws, rules and regulations; to manage budgets; to compile data and prepare accurate reports; to communicate effectively both orally and in writing; to work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with all segments of the college community; and to perform consistently under the pressure of deadlines and other administrative demands.

AUTHORITY/ RESPONSIBILITY

The Vice President, Student Services, directly supervises the Division Chair of Counseling, the Director of Student Affairs, the Director of Financial Aid, the Director of Admissions and Records, the Placement/Career Planning Coordinator, the Placement Office Specialist, the Student Services Executive Assistant, the Women's Center Director, the Health Services Coordinator, and the Transfer Center Director.

Adopted: February, 1988
Revised: August 5, 1996

JDVPSTUD.WPR
(Personnel Services)