VICE PRESIDENT/ASSISTANT SUPERINTENDENT, STUDENT SERVICES
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Vice President/Assistant Superintendent, Student Services, is the senior Student Services officer of the college and provides strategic direction and leadership to Student Services in supporting the mission of the college. The Vice President serves on the senior management team as a member of the President’s Cabinet and contributes to strategic planning for the College. Plans, develops, implements and evaluates annual goals and objectives for Student Services that increase student retention, diversity and equity; contributes to college-wide learning outcomes; and maintains the well-being and encourages the success of all students. Supervises multiple staff and areas within the Student Services component.

SCOPE

Under the general direction of the Superintendent/President, the Vice President/Assistant Superintendent, Student Services, directs all departments and programs of student services at the district administrative level.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Directs activities, planning and development for Student Services programs. (E)
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. (E)
3. Directs the utilization of the Student Services facilities. (E)
4. Responsible for the district’s policy on student discipline and student grievance. (E)
5. Coordinates the preparation of the annual budget for the Student Services component of the college, and is responsible for Student Service department and program budgets, and assists in the preparation of the district budget. (E)
6. Acts as a representative of the college with other community colleges, educational institutions and the community. (E)
7. Assists in the articulation and matriculation activities of the college. (E)
8. Directs the application for and management of Student Services grant programs. (E)
9. Participates in and supports the accreditation process. (E)
10. Directs a regular process of program review. (E)
11. Coordinates the Student Services component with other major components of the college. (E)
12. Acts as chair or assigns a chair for councils and committees related to Student Services. (E)
13. Chairs or serves on district/college committees as required or assigned. (E)
14. Ensures equity and diversity in Student Services and promotes equity and diversity throughout the college. (E)
15. Performs related duties as required or assigned.

(E) = designates essential functions
QUALIFICATIONS

Knowledge and Abilities:

An advanced degree in education, counseling or related field and experience in Student Services is strongly preferred with an emphasis in program and policy development, organizational management, budgeting and leadership. Excellent supervisory skills, strong analytical and budgeting skills, and a proven record of working cooperatively and flexibly as part of a team. Substantial leadership experience and excellent communication skills are essential. Ability 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.

Adopted: February, 1988
Revised: August 5, 1996
Revised: December 4, 2006