

PERALTA COMMUNITY COLLEGE DISTRICT - May 2, 2009

ACADEMIC MANAGEMENT JOB DESCRIPTION

VICE PRESIDENT OF STUDENT SERVICES

(Management Salary Range 4)

Job Code: 634

CLASS PURPOSE

The Vice President of Student Services is responsible to the President of the College for providing leadership in planning, developing, coordinating, and evaluating the College's student services programs; functions as a Chief Student Services Administrator of the College and works closely with the President, Vice President of Instruction, and the Business and Administrative Services Manager.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provides leadership, direction and coordination for enrollment development and student retention to assure maximum student access, progress, and success. This includes the continuous improvement and development of outreach/school relations, financial aid, orientation, assessment, admissions, counseling, student health and student life programs, transfer and career attainment services.
- Directs and oversees a complex student services budget, requiring coordination of categorical and District funds. Maintains compliance with Federal, State and local regulations, including District policies and procedures and insures submission of timely reports.
- Assesses the student services needs and implements appropriate student support programs in concert with Instructional Services to provide continuous quality improvement.
- Provides leadership for the development and revision of the College's Institutional Master Plan and the development of student services short and long-term goals.
- Develops and administers the student services budget and assists the President in the development of the total college budget.
- Develops and coordinates in-service training and staff development for student services staff, academic and classified personnel to provide excellent customer service.
- Coordinates student services technologies.
- Oversees commencement ceremony with the assistance of a campus-wide committee.
- Serves as college liaison with the District Office and other District and Statewide educational institutions, on matters relating to the College's student services program and information systems.

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- Implements a systematic process for the selection, supervision and evaluation of student services staff.
- Adjudicates student appeals and grievances within areas of responsibility.
- Administers the code of conduct, due process and student discipline.
- Directs the School Relations Program with middle and secondary schools, and colleges and universities.
- Oversees special programs, such as Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSP&S), California Work Opportunity and Responsibility to Kids (CalWORKs), Student Activities, Transfer Center, Child Care Center and Campus Safety Aides.
- Develops initiatives for new student support service programs and participates in development activities and grants.
- Coordinates publication of college catalog, schedules and other publications in concert with the Vice President of Instruction and the Executive Director of Marketing, Public Relations and Communications.
- Performs other duties as assigned by the President.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a Ph.D. or Ed.D. Degree from an accredited college or university.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

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PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13