

## Agenda Item Details

---

Meeting      Oct 17, 2012 - Board of Trustees Regular Meeting, 6:00 P.M.

Category     HUMAN RESOURCES

Subject      Resolution No. 15505: Vice President for Student Services Job  
Description and Recruitment

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to revise the position description (as attached) and recruit for a Vice President for Student Services:

# *Vice President for Student Services Imperial Valley College*

*Full-time, Administrative Position*

## THE POSITION

Reporting to the Superintendent/President, the Vice President for Student Services serves as chief student services officer for the District. This position is responsible for providing leadership and vision, as a member of the executive management team, for building and fostering a collaborative faculty and staff consultation process for planning, directing, administering and evaluating the student programs and services of the College; providing leadership to offer services and programs which advance the educational mission; developing, recommending and implementing policies and procedures; assuring compliance with federal, state, local, and District regulations; supervising and evaluating the performance of assigned personnel. The position will serve as an effective change agent in creating a campus environment that is welcoming and nurturing for all students. The Vice President will work to enhance access, retention, and student success. The Vice President will also work collaboratively with the College's diverse stakeholders to develop and implement innovative approaches to enhance student learning and provide a student-centered learning environment.

This position is responsible for anticipating student services programs needed to meet the educational needs of students and the community college district at large, and ensuring excellence in both ongoing and developing educational programs and services. In order to accomplish this, the Vice President must work to create climate which promotes innovation and which develops appropriate outcomes; the assessment for both programs and services to evaluate the effectiveness of the student learning and success programs; processes which are student- friendly and supportive of student success; engages with the others throughout District in the evaluation of district regulations, policy and/or procedures that relate to effective implementation and accurate accountability collaboratively with faculty, staff, educational partners, community organizations, and regional businesses to plan and implement high quality educational programs which are responsive to the needs of the community and reflect the District's mission, goals and values.

## REPRESENTATIVE DUTIES

- Supervise, coordinate, and be responsible to the Superintendent/President for the following services to students: a) admissions, records, registration, student disciplinary/due process procedures; b) counseling, assessment, matriculation, articulation with schools; c) student outreach programs; d) student life programs; e) special needs program and services; DSP&S, EOPS, CalWORKS, Title IV

Programs (Student Support Services, Talent Search, and Upward Bound), and Transfer Center; f) financial aid; g) student employment.

- Will define, review, evaluate and strategically target student success rates; Organizes conferences, workshops, and other activities, designed to improve student services.
- Provides supervision, evaluation and staff development for the areas of responsibility; recommends to the President the hiring, retention, discipline/dismissal of members of the student services staff.
- Plans, develops and administers the budget for the student services area; provides direction and advice regarding fiscal management of student and campus organizations.
- Coordinates instructional related student activities with the Vice President for Academic Services.
- Assists the college President in articulation, outreach and community efforts; serves on local, district and state committees as direct by the college President.
- Coordinates an array of supportive programs and services for targeted populations.
- Supervises and coordinates the development of proposals and grants for the student services area emanating from the federal, state, and local sectors for supplementing, with additional funds, services to students.
- Assists the college President in enrollment management, including recruitment and student orientation, persistence, and retention activities and the development of appropriate tracking models for enrolment management.
- Prepares reports as necessary for the college President; keeps informed of legislation which affects community college student services programs.
- Serves as a regular member of the college President's Cabinet staff.
- Work evenings and weekends as required.
- Performs other duties as assigned by the Superintendent/President.

## QUALIFICATIONS

- A master's degree in a related field from an accredited college or university is required. An earned doctorate or other equivalent terminal degree is strongly preferred.
- Leading candidates will have several years of senior administrative experience in the field, preferably in higher education, with a demonstrable track record of successful student programs (graduation, transfer, persistence, completion, placement, etc.) along with extensive experience with fully integrating student success components with the Institutional Master Plan.

## PERSONAL AND PROFESSIONAL CHARACTERISTICS, SKILLS, AND COMPETENCIES

- Able to plan, organize, articulate (orally and in writing) and evaluate plans and

opportunities for all student services programs, personnel, activities, facilities, and services

- Experience in the assessment of student programs and services.
- Trustworthy and noted for integrity and honesty in personal and professional interactions, and who is committed to personal and staff accountability.
- An individual with excellent communication skills, demonstrating an expertise in the areas of writing, speaking to small and large groups, and the ability to listen while providing effective feedback.
- Possesses effective strategic planning and organizational skills in providing both internal and external leadership.
- Has strong financial and planning skills including budgeting, allocating, assessing priorities and coping with difficult financial periods and issues.
- Able to work with campus leaders for timely identification and resolution of controversial issues and problems in an open and fair management style.
- Experience and record of accomplishments in higher education administration and leadership.
- Has a working knowledge of the California Community College System.
- Sensitive to and understands the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

## COMPENSATION

Dependent upon qualifications and experience. A competitive total compensation package is offered, which includes options for inclusion in a state retirement system, medical coverage options, dental, vision, and life insurance.

## HOW TO APPLY

Applications will be accepted until the position is filled. To ensure full consideration for the first review, all materials must be received or postmarked by October 21, 2012.

To apply, please submit the following:

1. A completed IVC application. You can download the application [here](#).
2. Answers to the Supplemental Questions (not to exceed 3 pages).
3. A current resume including contact information.
4. Unofficial transcripts of all educational accomplishments (Note: Foreign transcripts and degrees must include an evaluation by a United States clearing house).
5. Three (3) letters of recommendation.

These items will be the only information considered. Application packages (paper or electronic versions are accepted) and should be sent to:

E-mailed to: [vpsearch@imperial.edu](mailto:vpsearch@imperial.edu)

or Mailed/Delivered to:  
Imperial Valley College  
Attn: Travis Gregory, M. Ed, SPHR  
CHRO/Dean of Human Resources  
Imperial Valley College  
380 East Aten Road  
Imperial, CA 92251  
Fax: (760) 355-6211  
email – [travis.gregory@imperial.edu](mailto:travis.gregory@imperial.edu)

For additional information please visit the College's website at  
<http://www.imperial.edu/hr> or contact:  
Jessica Waddell  
Administrative Assistant  
Human Resources  
Imperial Valley College  
380 East Aten Road  
Imperial, CA 92251  
(760) 355-6212  
email – [jessica.waddell@imperial.edu](mailto:jessica.waddell@imperial.edu)