

## Agenda Item Details

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Meeting

Oct 15, 2014 - Board of Trustees Regular Meeting, 6:00 P.M.

Category            HUMAN RESOURCES

Subject            Resolution No. 16221: Vice President for Student Services Job  
Description and Recruitment

Type                Action

Fiscal Impact    No

BE IT RESOLVED that the Board approves the recommendation of the Superintendent/President to approve the classification description for the Vice President for Student Services and recruitment, as attached.

*IMPERIAL COMMUNITY  
COLLEGE DISTRICT*

### **TITLE: Vice President for Student Services**

#### **THE POSITION**

Reporting to the Superintendent/President, the Vice President for Student Services serves as Chief Student Services Officer (CSSO) 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, developing, directing, administering and evaluating the student programs and services for 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, student learning and student success. The Vice President will also work collaboratively with the College's diverse stakeholders to develop and implement innovative approaches to enrich research and scholarship while providing a student-centered learning environment.

This position is responsible for anticipating student services needs to meet the educational needs of students and the community college district at large, while ensuring excellence in both ongoing and developing educational programs and services, and advancements in the field. In

order to accomplish this, the Vice President must work to create a 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 and services which are responsive to the needs of the community and reflect the District's mission, goals and values.

## **REPRESENTATIVE DUTIES**

- Supervise, direct, and be accountable to the Superintendent/President for various service areas and programs under the Student Services division.
- Define, review, evaluate and strategically target student success, access, and completion agendas;
- 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. Organizes conferences, workshops, and other activities, designed to improve student success.
- 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 enrollment 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) Possession of a master's degree; and
- (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment

## **PREFERRED:**

- An earned doctorate or other equivalent terminal degree
- Senior administrative experience in the field, with a demonstrable track record of success

## **PERSONAL AND PROFESSIONAL CHARACTERISTICS, SKILLS, AND COMPETENCIES**

- Able to plan, organize, articulate (orally and in writing) and evaluate plans and opportunities for all areas, personnel, activities, facilities, 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 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.