

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Vice President of Student Services/Assistant Superintendent	Management Team Educational Administrator	Range: Independently Adjusted Days: 224

JOB DESCRIPTION:

The Vice President of Student Services/Assistant Superintendent provides direction for Student Services for the District, participates in the senior level decision making process of the District, manages and supervises the staff and operation of District Student Services departments.

SCOPE:

The Vice President of Student Services/Assistant Superintendent directs the activities of his/her assignment in providing student services for all appropriate areas of the college operation at the District level.

Additionally the Vice President may serve as the chief executive officer of the college when the Superintendent/President is away from the district.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Directs and coordinates all operational activities related to student services throughout the District.
2. Manages, directly or indirectly, the following Santa Rosa Junior College Student Services departments and staff related to each:

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|--------------------------------|-------------------------|
| Admissions & Records | Scholarships & Outreach |
| Articulation | Student Activities |
| Assessment Services | School Relations |
| Career Center | Student Discipline |
| Commencement | Student Employment |
| Counseling & Guidance Services | Student Grievance |
| EOPS/CARE | Student Health Services |
| Financial Aid | Student Housing |
| Honors Awards | Student Orientation |
| Matriculation | Transfer Center |
| Puente Program | Veteran's Services |
| Reentry | |

3. Recommends and implements approved plans and policies to facilitate and improve the operations and programs of Student Services.
4. Coordinates communication and activities with other college program administrators.
5. Represents the college in District and State-level activities related to Student Services operations.
6. Indirectly establishes, develops and maintains positive inter-relationship with area high schools.

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7. Provides for the administration of student discipline and student due process.
8. Provides the leadership for the preparation, monitoring and accounting for all budgetary matters in area of responsibility.
9. Prepares and, when requested, presents Governing Board matters, reports, and action items related to area of responsibility.
10. Coordinates and supervises the college's annual graduation ceremony and honors process.
11. Administers the review and evaluation of the Student Services program and makes appropriate recommendation for change or improvement.
12. Coordinates the development of annual goals and objectives for student services and monitors the progress of approved goals and objectives.
13. Recommends employment, retention, and dismissal, disciplinary action, leaves for staff in area of responsibility.
14. Indirectly maintains and interprets student profile data for District planning and decision making.
15. Represents and promotes, at the District level, student service interests and needs in the District planning process.
16. Coordinates with other senior administrators of student services in areas of facility planning, program growth and development, and program evaluation.
17. Supports, implements, and promotes regulatory requirements, State and Federal, in area of responsibility.
18. Communicates the Governing Board decisions, policies, and actions and supervises the implementation of these with other administrative staff in Student Services.
19. Participates and provides leadership in Student Services and college-wide committees.
20. Maintains knowledge of legislation which affects Student Services operations.
21. Performs other duties as requested by the Superintendent/President.

KNOWLEDGE OF:

1. Principles and practices of administration.
2. Principles and practices of Student Service functions.
3. Legal requirements.
4. California education code sections related to areas of responsibility.

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5. Techniques in counseling.
6. Admissions.
7. Federal and state aid programs.
8. Personnel evaluation.
9. California Community College Chancellor's Office requirements and legislation.
10. California education budget accounting systems.
11. Matriculation requirements.
12. Board practices.
13. Program review process.
14. Discipline and due process procedure.
15. Communication technique.
16. Labor contract issues.

ABILITY TO:

1. Effectively apply principles, methods, and techniques in Student Services management, including the interpretation of Education Code requirements.
2. Chancellor's Office mandates, budget accounting and program evaluation and review.
3. Direct other personnel in their functions and to perform responsible technical work.
4. Perform data analysis and possess effective verbal and written communication skills.
5. Possess well-developed management, supervision and organizational abilities.
6. Perform under pressure of deadlines, administrative demands.
7. Draft policy.
8. Possess good interview techniques.
9. Evaluate personnel; ability to maintain effective working relationships.
10. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Master's Degree required in field related to Student Services.

Experience:

Teaching or counseling experience at college level is preferred. One year of formal training, internship or leadership experience reasonably related to this assignment.

SUPERVISION RECEIVED:

The Vice President of Student Services/Assistant Superintendent performs assigned duties under the general direction of the Superintendent/President.

SUPERVISION EXERCISED:

Reporting to the Vice President of Student Services/Assistant Superintendent is the Dean, Counseling & Support Services; Dean, Admissions, Records & Enrollment Development; Dean, Matriculation & Student Development; Director, Student Financial Services; Director, EOPS/CARE; Director, Student Health Services; Director, Student Affairs; and Manager, Student Housing.

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