RIO HONDO COMMUNITY COLLEGE DISTRICT

Vice President of Student and Community Services

DEFINITION:

Under the direction of the Superintendent/President provide overall leadership in planning, organizing, and directing: 1) Student Support Services; 2) Counseling, Matriculation and Outreach; and 3) Vocational Education and Economic Development. Areas include, but are not limited to, the following:

- Admissions and Records
- Assessment Center
- Business and Community Partnerships
- Career Center
- Community Education
- Community Services
- Contract Education
- Counseling
- DSP&S
- EOP&S
- Financial Aid
- Grant Development
- International Students
- Matriculation
- Small Business Development
- Student Health Services
- Student Services
- Transfer Center
- Trio Program
- Vocational Education (non-instructional vocational issues)

EXAMPLE OF DUTIES:

- Provide overall leadership in planning, organizing and directing the student and community advancement activities and functions of the District; assure the effective and integrated operations of Student Services programs. E
- Provide overall leadership in planning, organizing, and directing Economic and Community Development including Vocational Education, Contract Education, Community Services, Grant Development, Small Business Development Center, including major entrepreneurial programs. E
- In collaboration with the Executive Vice President of Academic Services, provide leadership for overall program development and the improvement of all Student Services curriculum and instructional activities, and vocational education programs. E
- Provide guidance and administrative support to students; serve as liaison with the Associated Student Government; process student grievances. E
- Administer the department budget; recommend budget requests for each fiscal year to the Superintendent/President; assure expenditures are appropriate and within budget. E
- Supervise and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions to the Superintendent/President; review and recommend staffing patterns. E
● Design, implement and evaluate the effectiveness of Student, Community, and Vocational programs and services.  
● Assure accountability for categorical funding; provide for audit trails for categorical funds; assure the proper expenditures for meeting the purpose of the categorical programs.  
● Responsible for developing, implementing and updating a personal professional development plan.  
● Promote College programs and services and encourage collaboration, teamwork and positive working relationships among all staff.  
● Promotes equal opportunity, student and gender equity to effectively serve the District’s diverse community.  
● Serve on local civic and/or community organizations as a College representative and may serve as a liaison with professional organizations as appropriate.  
● Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the Student and Community Services Department.
Role of student services in student retention, persistence and success.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills.
Operation of a computer and assigned software.
Understanding of national, state, local, vocational initiatives.

ABILITY TO:
Provide overall leadership in planning, organizing, and directing the Student and Community Service activities and functions of the District.
Work effectively with a multi-cultural diverse student, staff, and community population.
Provide for a District-wide research program.
Supervise the administration of the Department budget.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

A Master’s Degree and three (3) years of increasingly responsible management experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

6/11/03 (revised 6/9/03)