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Vice President of Student Services

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Posting Details

Job Number	MAN00063P
Position Title	Vice President of Student Services
Position Type	Academic Administrator
Percentage Employee	
Number of Months Assignment	12
Starting Date	As soon as possible
Current Work Schedule	
Salary Range	
Salary	\$200,180 – \$208,995/Annually
Shift Differential	
FLSA	Exempt
Location	Main Campus
Department	Student Services
Open Date	11/03/2020
Initial Screening Date	11/24/2020
Open Until Filled	No

About Rio Hondo College

About Rio Hondo College

Rio Hondo College welcomes and embraces all students in their educational and career pathways. As a Hispanic-Serving Institution (HSI), our College has a student population of 22,000, of which 18,000 are Latinx students. We were the first college in Los Angeles County to provide two years of free tuition to first-time, full-time college students through our Rio Promise program. We are proud to acknowledge that many of our students have transferred to high ranked institutions such as Harvard, Stanford, USC and UCLA, UC Berkeley, UC Irvine, Cal State LA, Cal State Long Beach, and Whittier College to name a few.

Strengths

Our caring and dedicated student-centered staff, faculty, and administrators are devoted to the advancement of educational justice, equity, and opportunity for all our students. Our College's 900 employees, with close to 600 faculty, hold themselves accountable for the academic success of disproportionately impacted student populations. Our entire staff, with unwavering team collaboration, work hard to ensure our students reach their full potential by eliminating gaps in academic outcomes that traditionally hinder students of color.

Rio Hondo College is committed to the recruitment of qualified and diverse employees who are dedicated to our students' success. We recognize that diversity in an academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for our students. We are steadfast in our hiring practices and staff development processes which reinforce the goals of equal opportunity, diversity, and inclusion. Our practices and processes also support the importance of a workforce that reflects the community and the diverse student population we serve.

	<p>Rio Hondo College employs approximately 55% tenured track faculty of color; 60% part-time faculty of color; 85% classified staff of color; and 50% administrators of color.</p> <p>Rio Hondo College offers 30 associate degrees that guarantee transfer (ADTs) to Cal State Universities, a bachelor's degree in Automotive Technology, more than 60 certificates, a Pathway to Law School, dual enrollment with K-12 districts, state championship speech & debate team, top-notch athletic teams, student leadership opportunities, travel abroad experiences and more.</p> <p>In collaboration with the communities in Pico Rivera, Santa Fe Springs, El Monte, South El Monte, Whittier, portions of Norwalk, La Mirada, Downey, La Puente, the City of Industry, Los Nietos and Avocado Heights, Rio Hondo College provides an exceptional academic curriculum to meet the unique needs of our region and strengthen our communities.</p>
<p>Basic Function</p>	<p>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) Student Equity Initiatives. Areas include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Admissions and Records • Articulation • Business and Community Partnerships • CalWORKs • Center for Career & ReEntry Services • Counseling • DSP&S • EOP&S/CARE • Financial Aid, Scholarships, and Veterans Service Center, • Grant Development • High School Outreach • International Students • Matriculation • Outreach and Educational Partnerships • Student Conduct • Student Equity and related programs • Student Health Services • Student Life and Leadership • Transfer Center • TRIO Program • Other related student services
<p>Minimum Qualifications</p>	<p>EDUCATION AND EXPERIENCE:</p> <ul style="list-style-type: none"> • A master's degree, a doctorate degree preferred, and three (3) years of increasingly relevant management experience. • All degrees required to meet minimum qualifications must be granted by an accredited college or university in the United States. See "Foreign Transcripts" section below for degrees granted from a country other than the United States. • Demonstrated cultural sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
<p>Equivalencies</p>	
<p>Essential Duties</p>	<p>a.) Provide overall leadership in planning, organizing and directing the student activities and functions of the District; assure the effective and integrated operations of Student Services programs. E</p> <p>b.) Provide overall leadership in planning, organizing, and directing the area of Student Services. E</p> <p>c.) In collaboration with the Vice President of Academic Affairs, provide leadership for overall program development and the improvement of all Student Services curriculum and instructional activities. E</p> <p>d.) Provide guidance and administrative support to students; serve as liaison with the Associated Student Government; process student grievances. E</p> <p>e.) Administer the department budget; recommend budget requests for each fiscal year to the Superintendent/President; assure expenditures are appropriate and within budget.</p> <p>f.) 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</p> <p>g.) Design, implement and evaluate the effectiveness of Student Services. E</p> <p>h.) Assure accountability for categorical funding; provide audit trails for categorical funds; assure the proper expenditures for meeting the purpose of the categorical programs. E</p>

	<p>i.) Responsible for developing, implementing and updating a personal professional development plan. E</p> <p>j.) Promote College programs and services and encourage collaboration, teamwork and positive working relationships among all staff. E</p> <p>k.) Promote equal opportunity, student and gender equity to effectively serve the District's diverse community. E</p> <p>l.) Serve on local civic and/or community organizations as a College representative and may serve as a liaison with professional organizations as appropriate. E</p> <p>m.) Perform related duties as assigned.</p> <p>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.</p>
Supervision Exercised	
Other Job Related Duties	
Job Related and Essential Qualifications	<p>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> • Planning, organization and direction of the Student Services Area. • 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 modern office equipment and assigned software. • Understanding of national, state, local, vocational initiatives. • Shared governance • Collective bargaining • College educational master plan <p>ABILITY TO:</p> <ul style="list-style-type: none"> • Provide overall leadership in planning, organizing, and directing the Student Service activities and functions of the District. • Work effectively with a multi-culturally diverse student, faculty, staff, and community population. • Manage necessary District-wide research program(s). • Supervise the administration of the Departmental budgets. • Supervise and evaluate the performance of assigned staff. • Communicate effectively both orally and in writing. • Interpret, apply and explain relevant local, state, and/or federal 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.
Foreign Degrees	Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an Evaluation Service prior to the closing date. Certification must be attached with copies of transcripts.
License Certificates/Credentials	
Desired Qualifications	
Working Conditions	
Position Description	Applications are currently being accepted for Vice President of Student Services.
Application Procedure	<p>Applications must be submitted by 11:59 p.m. PT on the closing date.</p> <p>Applicants must submit a complete online application that includes the items listed.</p> <ul style="list-style-type: none"> • Rio Hondo College online application (which includes supplemental questions) • Résumé/Curriculum Vitae • Please include a cover letter with your application where you describe your leadership experiences in public higher education as it relates to this position (up to 2 pages). • Complete transcripts of all colleges/university studies, including degree earned (copies will be accepted) NOTE: Transcripts from multiples colleges/universities may need to be scanned as one document, then uploaded. • Transcripts must include degree awarded and confer date (please circle conferral date on transcripts). Transcripts without this information and online applications without transcripts will be disqualified.

	<ul style="list-style-type: none"> • PAPER APPLICATIONS AND APPLICATION MATERIALS SENT VIA MAIL, FAX, OR EMAIL WILL NO LONGER BE ACCEPTED. • NOTE THAT ALL CORRESPONDENCE, INCLUDING INTERVIEW INVITATIONS, WILL BE SENT VIA EMAIL.
Special Instructions to Applicants	
Additional Information	<ul style="list-style-type: none"> • The Immigration Reform and Control Act requires the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States. • Successful candidate is responsible for verifying all prior work experience and providing all academic transcripts for purposes of salary placement. • As a condition of employment, the selected applicant must provide a set of fingerprints (at the applicant's expense) taken by an official LiveScan agency. • Provide a Certificate of Tuberculosis Exam for initial employment (The certificate must be renewed every 4 years as a condition of continuing employment). • For positions requiring a valid California driver's license, proof of insurability is required. • Applicants who are protected under the Americans with Disabilities Act and require accommodations for completing the application process, testing (if required for position), or the interview, please notify the Human Resources Office. • A copy of this announcement will be provided in Braille to visually impaired applicants upon request.
Commitment to Diversity	All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.
Cancel RTF Policy	WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION. THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.
EEO Statement	Rio Hondo College is committed to employing qualified administrators, faculty and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How have you promoted anti-racist policies, practices, and activities in your current role?
(Open Ended Question)
2. * What factors do you consider when considering resource requests from various student services departments, and how do you resolve competing priorities?
(Open Ended Question)
3. * What do you perceive to be the most important issues affecting community college students today?
(Open Ended Question)
4. * How have you created a partnership between Student Services and Academic Affairs in your role? Please provide a specific initiative or program you have worked on to demonstrate your effort and its outcome.
(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume/Curriculum Vitae
2. Cover Letter
3. Unofficial Transcript (Graduate)
4. Unofficial Transcript (Undergraduate)

Optional Documents

1. Other Documents

Click 'OK' to keep your session active.