

## **RIO HONDO COMMUNITY COLLEGE DISTRICT**

### **Vice President of Student 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) Student Equity Initiatives. Areas include, but are not limited to, the following:

- 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

#### **EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES:**

- 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
- b. Provide overall leadership in planning, organizing, and directing the area of Student Services. E
- 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
- d. Provide guidance and administrative support to students; serve as liaison with the Associated Student Government; process student grievances. E
- e. Administer the department budget; recommend budget requests for each fiscal year to the Superintendent/President; assure expenditures are appropriate and within budget. E

- 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
- g. Design, implement and evaluate the effectiveness of Student Services. E
- 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
- i. Responsible for developing, implementing and updating a personal professional development plan. E
- j. Promote College programs and services and encourage collaboration, teamwork and positive working relationships among all staff. E
- k. Promote equal opportunity, student and gender equity to effectively serve the District's diverse community. E
- 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
- m. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- 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

**ABILITY TO:**

- 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.

**EDUCATION AND EXPERIENCE:**

- A master's degree, a doctorate degree preferred, and three (3) years of increasingly relevant management experience.
- Demonstrated cultural sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**Range:** Special Contract

**Effective Date:** 6/11/03 (revised 6/9/03); 10/14/20

*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.*