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.  

g. Design, implement and evaluate the effectiveness of Student Services.  

h. Assure accountability for categorical funding; provide audit trails for categorical funds; assure the proper expenditures for meeting the purpose of the categorical programs.  

i. Responsible for developing, implementing and updating a personal professional development plan.  

j. Promote College programs and services and encourage collaboration, teamwork and positive working relationships among all staff.  

k. Promote equal opportunity, student and gender equity to effectively serve the District’s diverse community.  

l. Serve on local civic and/or community organizations as a College representative and may serve as a liaison with professional organizations as appropriate.  

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.