

VICE PRESIDENT FOR STUDENT SERVICES

GENERAL DESCRIPTION OF CLASS

Under the general direction of the superintendent/president, the vice president for student services works cohesively with the senior staff, including the superintendent/president's leadership team, to provide campus and district leadership. The vice president for student services provides vision and direction over the District student services area and serves as the chief student services officer for the college. The vice president for student services provides a leadership infrastructure for planning, organizing, managing, and coordinating student services efforts to develop a welcoming and nurturing environment that is focused on success for all students. The vice president for student services also works collaboratively with various college stakeholders to develop and implement innovative approaches to support a student-ready college.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

1. Leads, plans, organizes, directs, coordinates, supervises and evaluates all areas of student services for effectiveness and efficiency. Provides direction and leadership in shaping an effective support environment for students.*
2. Directs and leads student services programs, including but not limited to: admissions and records, career center, CalWORKs, student health center, student belonging and empowerment centers, the Support Center, 504 Compliance Officer, the Welcome Center, concurrent enrollment, the Roadrunner Hub (basic needs resource center), the Undocumented Student Support Center, counseling and advising, Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOPS), financial aid, international student recruitment, job placement and cooperative education, matriculation services, Student Equity and Achievement Program (SEAP), student conduct, student leadership, student life, student outreach and recruitment, the Transfer Center, TRIO Student Success Services, NextUp (Foster Youth Program), veterans services and other student programs that promote student success.*
3. Supervises, motivates, trains, and evaluates managers, faculty, and staff in student services to provide high quality service to students.*
4. Provides leadership in the development of Board policies and administrative procedures relating to current philosophy and legislation for all areas of student services.*
5. Supervises the development, preparation, submittal, and management of categorical and general fund student services program budgets, and maximizes financial resources.*
6. Develops, directs, and reviews goals and objectives for student services and coordinates and renews student services strategic planning action items in order to maintain and improve quality service to students.*
7. Informs, advises, and collaborates with superintendent/president's leadership team on the

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- college's mission, direction, progress and activities.*
8. Leads and oversees student services in the research and implementation of technology applications that improve efficiencies of programs and student goal achievement.*
 9. Anticipates, prevents, and resolves conflicts and problems under areas of supervision.*
 10. Prepares and supervises preparation of necessary federal and state reports and grants.*
 11. Supervises work orders, facility assignments, equipment, supplies, and special requests.*
 12. Supervises the preparation for and production of annual commencement exercises.*
 13. Supervises the organization and preparation of information related to student services for class schedules, catalogs, Board policies, administrative procedures, employee handbooks, and other electronic and written correspondence to students, staff and community.*
 14. Remains current on legislation and regulations affecting student services to adjust services as needed. Represents the District in matters within the scope of responsibility or as otherwise assigned.*
 15. Advises, chairs, and participates on committees, task forces, and special assignments.*
 16. Assists in or oversees developing, implementing and administering criteria and procedures for recruitment, admission, counseling, and career assessment.*
 17. Coordinates and works cooperatively with the vice president for instruction to provide integrated instructional and student services to enhance student success.*
 18. Develops relationships and partnerships with community stakeholders, businesses, educational entities, and government organizations as needed to respond to student needs.*
 19. Supervises the administration of student discipline and grievance procedures and presents student expulsion cases to the Board of Trustees.*
 20. Participates in and supports the accreditation process, SLO development and assessment, the unit planning process, and program review.*
 21. Works with legal counsel to obtain interpretation, advice, and/or action as needed.*
 22. Participates in programs providing information about the college to currently enrolled students, prospective students, community groups, and graduates.*
 23. Provides leadership in collective bargaining negotiations and contract administration applicable to student services.*
 24. Learns, interprets, and applies state Education Code, Government Code, Title 5, federal Title IV, Title IX, and other federal and state regulations as related to the responsibilities of the position.*
 25. Recommends the selection of managers, faculty, and staff.*
 26. Attends Board meetings; makes presentations and prepares and reviews items submitted by student services managers for consideration by the Board of Trustees.*
 27. Leads and participates in community, state, and national organizations and meetings.*
 28. Makes well-reasoned, independent decisions within legal and general policy and regulatory guidelines.*
 29. Develops and maintains positive relationships with high schools, colleges, and universities on matters related to articulation, admissions, transfer university partnerships and enrollment management.*
 30. May serve as the chief executive in charge of the District in the absence of the superintendent/president as assigned.*
 31. Participates in the screening of and recommends selection of assigned personnel.*
 32. Performs other related duties as assigned by the superintendent/president.*

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Possession of a master's degree AND one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license "if and when" travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Doctorate degree from an accredited college or university.
- Five (5) years of successful administrative experience within an institution of higher education.
- Five (5) years of leadership success in two or more of the following areas: counseling, financial aid, EOPS, matriculation services, outreach and recruitment, student discipline, or services for students with disabilities.
- Successful experience as a mentor and team developer.
- Demonstrated commitment to success for all students.

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training and/or experience.)***Knowledge of:**

The position requires demonstrated knowledge and leadership experience in the following areas of student services:

- Enrollment management
- Fiscal management
- Strategic planning
- Program development and evaluation.
- Student retention and community relations
- Current management, leadership, adult development and student services principles, trends, theories, research and college finance.
- Pertinent federal and state laws and regulations affecting admission, attendance, student privacy, student discipline, student records, ADA and section 504, federal Title IV and Title IX, student access and the student and college's rights and responsibilities as they relate to those areas.
- Regulations and best practices for student equity, including student veterans, current and former foster youth, and disproportionately impacted student groups.
- Matriculation and articulation regulations, including high school to college and university transfer. Requires knowledge of student health promotion and resources, including mental health services.
- Campus policing including the Clery Act, student behavioral intervention, student crisis assessment and response, and emergency operations planning and utilization. Requires a working knowledge of budget preparation and administration.

Ability to:

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- Lead in a fair-minded, ethical, and honest manner with excellent interpersonal and communication (oral and written) skills.
- Plan, organize, direct, administer, review, and evaluate assigned functions.
- Lead with courage and integrity, and accept responsibility.
- Analyze complex financial, statistical and narrative data and develop appropriate plans and recommendations.
- Remain open to change and new student services methods. Be willing to meet change with innovation to promote and meet the college mission.
- Organize, plan, and develop new programs, develop new concepts, analyze outcomes, and prepare or oversee the preparation of clear and concise reports.
- Guide and motivate others toward goal achievement. Requires the ability to direct and facilitate development of personal and team perspectives and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Understand, be sensitive to and demonstrate a commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for participatory governance, collegiality, staff cohesiveness and for the core values of the institution.
- Train, supervise and evaluate the performance of assigned personnel.
- Communicate effectively both orally and in writing continuously with the Superintendent/President and other stakeholder groups.
- Establish and maintain effective and cooperative working relationships with others.
- Interpret, apply and explain district policies and legal regulations and requirements.
- Delegate authority and responsibility to subordinates effectively.
- Work under ambiguous and changing conditions.
- Work with multi-cultural constituents.

RELATIONSHIPS WITH OTHERS:

All classifications of faculty, staff and administration at Butte College; members of the Board of Trustees; executive management and associated staff from other educational institutions; state Chancellor's Office personnel; business and industry leaders; technology experts and other consultants; students; vendors; general public.

SUPERVISION EXERCISED and/or RECEIVED:

Provides direct supervision to a large, diverse professional staff, from executive managers to technicians.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally

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lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered in the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte-Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte-Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.