

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
VICE PRESIDENT/STUDENT SERVICES**

GENERAL RESPONSIBILITIES

Serves as the Chief Student Services Officer of the college. Responsible to the President for the overall planning, coordination, and evaluation of all student services and programs at the college. Provides leadership in goal setting and in the development of standards for the Student Services Division; provides leadership and supervision to all administrators assigned to the college's Student Services team. Performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF STUDENT SERVICES AND PROGRAMS

Overall responsibility for the planning, staffing, supervision, and delivery of all student services and related programs provided at the college. Provides leadership in these program areas for efficiency and effectiveness in serving the needs of a culturally diverse community. Collaborates with the Vice President of Academic Affairs in numerous college-wide initiatives.

PERSONNEL

Responsible for the immediate supervision and performance evaluation of all Student Services administrators assigned to the college, providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for reviewing and recommending college policies related to student conduct, student due process, and student rights. Responsible for the discipline of students, adjustment of grievances and complaints, interpretation of student conduct policies, maintenance and privacy of student records, and for the oversight of Student Government, all student services related curriculum and applicable sections of the catalog.

BUDGET/FUNDING

Responsible for the overall preparation, submission, and administration of the Student Services budgets at the college. Seeks maximum state and alternative funding for assigned programs and services.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
VICE PRESIDENT/STUDENT SERVICES (continued)**

PLANNING

Responsible for planning, delivery, funding and evaluation of all functions, programs, activities and services in areas of responsibility.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and support organizations and on state boards and committees to articulate, enhance and improve college programs and services and reputation on the state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing or supervising college committees and task forces related to duties.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in the areas of responsibility; substantial responsibility for procurement, expenditure and accounting for funding in compliance with applicable law and policy and for submission of reports.
- B. Advises, leads, or supervises college committees and task forces; substantial leadership and participation in community, state, and national organizations to provide student services resources and enhance the reputation and presence of the college as an educational leader.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possess a master's degree and one year of formal training, internship or leadership experience reasonably related to this administrative assignment; possess the minimum qualifications to serve as a faculty member in the California Community Colleges.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, supervise staff, analyze and apply laws, rules and regulations involving programs, staff and students, build consensus and organize programs and services to meet changing needs.

Draft Date: 2/2/98

Date Approved by the Board: 2/10/98

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