

**VICE PRESIDENT STUDENT SERVICES**

**DEFINITION**

The Vice President serves as the Chief Student Services Officer of the District. This administrator ensures that the college maintains all necessary programs and services to enhance student access and success.

**SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the Superintendent/President.

Direction is exercised over the Deans, Associate Deans, and Program Managers who administer the various programs as well as over the College Services Division Chair.

**EXAMPLES OF DUTIES**

Directs, plans, organizes, coordinates, and reviews the Student Support Programs & Services of the Glendale Community College District. Which are: Admissions and Records Matriculation, Articulation & Transfer Service Student Activities, Disabled Students Programs & Services Student Financial Aid, Extended Opportunity Programs & Services Student Services, Health Center Transfer Center, Learning/Assessment/Tutoring Services Volunteer & Service Learning, and Library Center.

Reviews the work of staff in the production and submission of all State and Federal Reports that are required of the Student Services Program.

Ensures that cooperation exists among other functions of the District including Instruction, Administrative Services and the Office of the Superintendent/President to strengthen program effectiveness.

Develops and implements an effective organizational pattern for all student services within the District.

Responsible for the implementation of current legislation affecting student services.

Responsible for developing and maintaining a liaison with various organizations and agencies in the community.

Provides other services as assigned by the Superintendent/President.

**QUALIFICATIONS**

**Knowledge of:**

Computer applications in the management of the budgeting, scheduling and educational planning functions.

Community college operations in regard to budgeting, contract management, long range planning, support program development, program and personnel evaluation, labor relations, and state/federal regulations.

## **QUALIFICATIONS (continued)**

### **Ability to:**

Organize, direct, supervise and evaluate overall District educational operations.

Select, develop, and supervise staff.

Establish and maintain a productive and constructive rapport with members of the college faculty, staff, and student body as well as with the public.

Analyze and interpret laws, rules and regulations.

Compile and present narrative and statistical reports in a concise and comprehensive manner.

Communicate effectively both orally and in writing.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

#### **Education:**

A minimum of a master's degree or a college teaching credential in any discipline taught in community colleges.

#### **Experience:**

At least five years of successful managerial experience in higher education.

### **Desirable Requirements:**

A doctoral degree from an accredited institution is desired.

A working understanding of technology, budgeting, negotiations, and other college and student support services.