

Barstow Community College District

JOB DESCRIPTION

POSITION: VICE PRESIDENT OF STUDENT AFFAIRS

BASIC FUNCTION

Responsible for the leadership, direction, supervision and evaluation of all admissions and records functions, enrollment management, student activities, clubs, and student government, counseling, financial aid, special programs and services, articulation, matriculation, career and transfer services, recruitment, veterans services, international students, athletics, honors, scholarships and student programs and services. Responsible for student development and support services at all off-campus sites, including student services in the on-line program.

REPRESENTATIVE DUTIES

- ▶ Administer the District's admissions and records functions, student activities, clubs and student government, counseling, financial aid, special programs and services, articulation, matriculation, career and transfer services, recruitment, veterans services, international students, athletics, honors, scholarships, and student success programs and services.
- ▶ Provide appropriate leadership for all student services planning activities.
- ▶ Maintain a high profile within the community, including public and private schools and area colleges and universities.
- ▶ Develop, monitor and maintain effective enrollment management processes and procedures.
- ▶ Work with the Vice President of Academic Affairs to develop local school and community partnerships.
- ▶ Supervise assigned staff and coordinate the delivery of programs and services.
- ▶ Establish and chair advisory groups for programs and services as necessary.
- ▶ Create strategies for the accomplishment of assigned responsibilities, participate in the College's annual strategic planning processes, and work with faculty and staff to develop both short and long-term goals and objectives for the student services division.
- ▶ Participate in the development of both the College and division budgets, monitor division spending and approve expenditures according to annual spending plans and prepare budget reports as needed.
- ▶ Work closely with the Vice President of Academic Affairs to create and maintain a student-centered curriculum, as well as programs and services.
- ▶ Coordinate student support activities with the Vice President of Academic Affairs.
- ▶ Recommend appointments, transfers, promotions, reclassifications, disciplinary action, layoff or termination of subordinates; assign work, communicate job expectations and performance measures; conduct performance evaluations and plan for staff development of unit employees; monitor and approve use of paid leave; ensure that all duties are performed in compliance with collective bargaining provisions, college regulations and equal employment opportunity guidelines.
- ▶ Plan and implement systematic evaluations of all personnel, programs and projects within student services; actively participate in system audits, western and professional accreditation studies and other College evaluation processes. Prepare applicable federal and state reports.
- ▶ Conduct studies to determine the effectiveness of student development and support programs and staff.

- ▶ Assist in the development of grant proposals to provide unique funding to assigned programs from outside governmental and private agencies.
- ▶ Organize and conduct meetings with counseling staff members and with all members of the department on a regularly scheduled basis.
- ▶ Develop goals and strategies for accomplishing assigned responsibilities; actively participate in College strategic and planning processes, develop personal professional development goals.
- ▶ Exhibit fiscal responsibility and accountability in the development and management of budgets; monitor spending and approve expenditures according to annual spending plans; perform budget revisions and prepare budget reports as necessary.
- ▶ Represent the District at conferences and workshops appropriate to the position.
- ▶ Conduct reviews of all student services programs on a scheduled basis.
- ▶ Serve as campus evening supervisor on a rotational basis with other administrative personnel.
- ▶ Serve on the President's Cabinet.
- ▶ Perform other work related duties as assigned.

QUALIFICATIONS

- ▶ Strong management skills, including a strong financial background, the ability to manage or adapt to change, make difficult decisions, encourage conflict resolution, and assure employee and department accountability.
- ▶ Demonstrated ability to listen and evaluate employee/student/community contributions to College operations.
- ▶ Successful experience as a mentor and team developer.
- ▶ Successful experience building collaborative partnerships with various constituencies.
- ▶ Demonstrated cultural competency, including successful experience working with diverse groups.

Knowledge of:

- ▶ Organizational leadership, team building, management, staff development and communication techniques.
- ▶ Student services theory and practice.
- ▶ Student enrollment enhancement and retention techniques and strategies.
- ▶ Student success strategies.
- ▶ Budget development and implementation at a division level.
- ▶ Matriculation, transfer, career and occupational issues.
- ▶ Articulation process.
- ▶ Collective bargaining practices, issues and labor contract implementation.
- ▶ Special services requirements.
- ▶ Curriculum development at both the course and program level.
- ▶ Employment and facility contract implementation and management.
- ▶ Federal and state codes, laws and regulations relating to the functions of this position.

Ability to:

- ▶ Provide accountable leadership resulting in productive, efficient working relationships.
- ▶ Provide administrative direction and supervision to program managers and staff.
- ▶ Plan, develop, and administer student services programs, policies and procedures, and operational activities.
- ▶ Select, train, supervise, motivate, and evaluate program managers and other staff.
- ▶ Make effective decisions and take independent action.

- ▶ Research and analyze information.
- ▶ Make recommendations.
- ▶ Identify trends, foresee problems, and resolve conflicts.
- ▶ Prepare and present written and/or oral reports.
- ▶ Visibly and positively represent the College to the public.
- ▶ Work cooperatively with others.
- ▶ Listen effectively.
- ▶ Acknowledge and encourage staff excellence and professional development related to District goals.
- ▶ Practice an open communications style which involves people at all levels in the decision-making process.
- ▶ Work effectively in a demanding environment.
- ▶ Operate standard office machines including a microcomputer.

EDUCATION AND EXPERIENCE

- ▶ Earned Master's degree from a regionally or nationally accredited institution in an area appropriate to the responsibilities of the position.
- ▶ Minimum of three (3) years of successful management experience in student services or equivalent.
- ▶ Successful higher education counseling, teaching, or other work experience within student services areas.

WORKING ENVIRONMENT

Environment:

Office environment with daily, staff-faculty interactions, subject to frequent interruptions; travel to off-campus locations may be required.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, administrative position which reports to the District President. Indexed to placement on the Administrative and Management Salary Schedule at the Vice President level. This position is subject to evening hours and weekends.

Board approved: 09/13/07