

**BARSTOW COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

VICE PRESIDENT, STUDENT SERVICES

BASIC FUNCTION

The Vice President of Student Services reports directly to the Superintendent/President and is responsible for the leadership and administration of staff and operation of Student Services departments including; enrollment services, student activities, counseling, and special programs.

REPRESENTATIVE DUTIES

1. Provides leadership and supervision in the planning, organizing, and coordination of Student Services Departments while achieving the institutional goals and objectives, and ensuring that academic support services are provided to students in achieving student success.
2. . Direct, supervise, assign, and evaluate assigned administrators, faculty, and staff.
3. Maintain a high profile within the community, including public and private schools and area colleges and universities. Assess the student services needs of the local communities.
4. Directs the core departments of Counseling, Enrollment Services, Special Services, and Student Activities. Oversees the development and evaluation of policies and procedures in these areas. Oversees student activities and student government.
5. Systematically assess student support services using student learning outcomes and other appropriate measures in order to improve the effectiveness of these services. Conducts reviews of all student services programs on an annual basis.
6. Oversee a complex budget requiring coordination of categorical, general funds, and foundation resources. Monitor and approve expenditures within Student Services Departments. Assist in the development of student services programs and grant proposals.
7. Establish and chair advisory groups for programs and services as necessary. Serve as a member or advisor on participatory governance committees as appropriate.
8. Ensure all Student Services departments operate in compliance with Title 5, Title IX, Education Code, and other applicable laws and regulations. Oversee

mandated reporting as required.

9. Serves as an advisory member of Curriculum Committee to advise on creating and maintaining student-centered curriculum; also works closely with administration and faculty to develop and implement the Student Success and Equity Plan.
10. Oversee the processing, investigations, and actions taken on student complaints and student discipline. Administer and enforce student conduct policies and regulations.
11. Serve as a member of the President's Cabinet. Serve on other District and College Committees.
12. Represent the District/College at conferences and workshops appropriate to the position.
13. Perform other work related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES:

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.
- 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

- Master’s degree in education, counseling, or student services related field.
- Minimum of three (3) years of experience in student services area including at least one (1) year with leadership and managerial experience.

WORKING CONDITIONS

Environment:

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

Physical Abilities:

Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
2	Ability to see for purposes of reading printed matter.

2	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, educational administrator position which reports to the District President. Indexed to placement on the Management and Confidential Salary Schedule at the Vice President level (Range A1). This position is subject to evening hours and weekends.

Board approved: April 19, 2023