

**JOB TITLE:** VICE PRESIDENT, STUDENT SERVICES  
**PAY GRADE:** EMPLOYMENT CONTRACT / EXEC PAY SCALE  
**LAST REVISED:** JANUARY 2020

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction of the Superintendent/President, the Vice President of Student Services is responsible for planning, designing, organizing, implementing, and managing District-wide student services programs and services, and performing related work as required.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Vice President of Student Services must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the District provides an inclusive educational and employment environment focused on strategies for success and proactive, student-centered practices and policies committed to eliminating the equity gap and ensuring equitable outcomes for all.

### **JOB CHARACTERISTICS**

Incumbent serves as a line manager for the Superintendent/President and as a member of the Executive Council, with broad authority to establish criteria, formulate projects, assess program effectiveness and design and implement programs, which affect a wide range of District educational activities and operations. This position reports directly to the Superintendent/President and serves as supervisor of record for assigned deans, other educational administrators, classified supervisors, and classified support staff members.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

### **POLICY DEVELOPMENT**

1. Interpret and analyze education laws, impending legislation, regulations, and procedures to determine the impact on the District, and to formulate compliance strategies.
2. Recommend policies to ensure effective and equity-minded District Student Services programs and services.
3. Develop and recommend broad and/or specific policies, regulations, and procedures for managing District educational activities and services in accordance with District mission and goals, including improved student success and the elimination of equity gaps.
4. Maintain accurate management information system processes.

5. Communicate effectively with District managers, faculty and other staff, external public agency representatives, private company representatives, and the general public to ascertain and meet District and community educational needs in accordance with District mission and goals.
6. Maintain positive relationships with K-12 partners, regional higher educational institutions, and relevant California Community Colleges Chancellor's Office (CCCCO) personnel.
7. Actively participate in and support District shared governance components and activities and other collaborative processes.

#### PLANNING/BUDGETING

1. Participate in the development and maintenance of a long-range District education masterplan.
2. Develop and participate in District planning processes to assure articulation between education planning goals and objectives and those of other District organizational units.
3. Develop, prepare, and administer annual and long-range plans in conjunction with District budget development and program management efforts.
4. Manage assigned departmental budgets including general fund and discretionary budgets.
5. Follow categorical regulations as they apply to budgeting restrictions.
6. Recommend new or revised systems, methods, programs, and procedures to improve efficiency and effectiveness of District student services programs and services, and that further support the District's initiatives related to student success and the elimination of equity gaps.
7. Research and submit and/or oversee research and submission of grant applications/proposals, as appropriate, to augment resources for District student services and Informational Technology programs and services.

#### FINANCIAL MANAGEMENT

1. Allocate and/or assist in allocation of financial resources to accomplish the District educational mission and goals.
2. Analyze and/or assist in analysis of financial data and recommend optimal use of District educational resources.
3. Assist in determining strategies to assure optimal return on allocations of District educational funding.
4. Assist in determining sources of revenue and making projections relative to apportionment, demographics, and other revenue factors.

#### ADMINISTRATIVE OVERSIGHT

1. Direct and oversee all operations of district Student Services and Instructional and Informational Technology Services including supervising academic administrators, classified managers, faculty, and classified staff. Student Services areas include Enrollment Services, Financial Aid, Disability Support Services, Health Services, Campus Life, Student Government, Housing, Counseling, Retention and Completion Support Services, Veterans, Equity Programs, and others as assigned.
2. Provide for the administration of student discipline and student due process.
3. Oversee the administration of the college's graduation ceremony, honors, and scholarships.
4. Collaborate with instruction and other partners in the development of integrated academic and student support services.
5. Assure assigned programs comply with applicable Federal, State, and local regulations, policies, and procedures.
6. Develop strategies to establish and further promote equity and inclusion.

#### SUPERVISION

1. Interpret provisions of the collective bargaining agreements and management/faculty

- handbooks and contracts, as appropriate.
2. Supervise and evaluate the Student Services Division management and classified support staff, conduct meetings to enhance District Student Services Programs and Services.

#### REPORTING

1. Provide reports to the Superintendent/President on assigned topics, as requested.
2. Analyze and/or oversee analysis of data to prepare and/or oversee preparation of clear and concise reports necessary for efficient and effective management and operation of District Student Services.
3. Prepare and submit reports to the California Community Colleges Chancellor's Office (CCCCO) and outside agencies as required.

**MINIMUM QUALIFICATIONS**—*The following generally describes the knowledge and abilities required to enter the job and/or which must be learned within a short period of time in order to be successful in the job.*

#### **Required Education and Experience:**

This position is an Educational Administrator and therefore the incumbent must possess a Master's Degree in any field and at least one (1) year of experience related to the duties of this position in order to meet the California Education Code provisions for an Educational Administrator.

#### **Required Licenses/Certifications:**

Incumbent must possess a valid California Class C or higher driver's license in order to accomplish official travel between District site locations and other destinations in a District and/or privately owned vehicle.

#### **Required Knowledge, Skills & Abilities:**

##### Knowledge of:

- Education fiscal/financial management techniques.
- Principles of equity and inclusion in an educational environment.
- Educational services marketing principles and techniques.
- Principles and practices of personnel management/supervision.
- Budgetary processes and techniques.
- Pertinent federal, state, and local laws, codes, and regulations related to assigned programs and services.
- Data analysis and report writing techniques.
- Interest-based bargaining and problem-solving techniques.
- Principles of supervision, training and performance evaluation.
- Conflict resolution techniques.
- Principles and processes of shared governance and collaboration.
- Basic computer operation.
- Education data processing principles, administrative procedures, applications, and techniques.
- Principles of labor relations; analysis of workforce needs/trends.
- Grant writing techniques and application procedures.
- Financial analysis techniques.
- Apportionment laws and regulations.

- Methods to recruit and retain an equity-minded workforce.
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.

Ability to:

- Approach all duties of the position with an equity-minded perspective that supports and promotes inclusion and diversity.
- Organize, plan, develop, and implement new programs.
- Analyze financial and other data.
- Communicate effectively orally and in writing with staff, public agency representatives, private company representatives, and the general public.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Understand and effectively implement human resources concepts and practices including those which require a high degree of tact and discretion.
- Interpret and analyze education laws, regulations and procedures.
- Prepare and analyze budgets.
- Work under pressure to meet timelines and objectives.
- Conduct effective meetings.
- Supervise and evaluate staff.
- Organize and supervise programs.
- Work independently under administrative direction.
- Prepare clear and concise reports.
- Write grant proposals.
- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all students and employees.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel to different sites and locations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Employment Type:** Contract/Executive Management

**Bargaining Unit:** None

**FLSA Status:** Exempt from Overtime

**Health/Safety:** Classification III, Blood-borne Pathogens Exposure Control