



ASSOCIATE VICE PRESIDENT, STUDENT SERVICES – FOOTHILL COLLEGE

DEPARTMENT: Student Services

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - L](#)

POSITION PURPOSE:

Reporting to the Executive Vice President of Instruction and Student Services, the Associate Vice President of Student Services is responsible for the leadership and management of the State mandated Student Success and Support Program (3SP), division-wide technology-based student support services, division budget management, high school articulation and the annual Tech Conference. This position also serves as Director of the Extended Opportunity Programs and Services (EOPS), supervises the dean of counseling and dean of enrollment services and is the student services liaison for outreach, accreditation and curriculum development.

NATURE and SCOPE:

The Associate Vice President of Student Services oversees the implementation of all facets of the 3SP, manages State required reporting, and ensures sustainability and financial compliance; guides the review and implementation of online student support services; manages the division budget with deans and directors; is the liaison for student services at the FHDA Education Center; coordinates the division's Program Review process and serves as the coordinator for Foothill's Annual Tech Conference. This position works closely with the Vice President of Student Services in both long-range planning and daily administration of the student services area of the college.

The Associate Vice President of Student Services supervises the Dean of Enrollment Services, Dean of Counseling, various staff in EOPS including counselors, and a Administrative Assistant, Senior.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Supervise the dean of counseling and dean of enrollment services.
2. Provide leadership to the college for planning and implementation of requirements of the 3SP.
3. Manage the reporting of data for the 3SP and coordinates financial reimbursement from the State.
4. Direct the Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) programs; ensures that the college's policies are in agreement with state regulations; maintains a high level of quality and integrity so as not to create institutional liability; supervises EOPS/CARE faculty, staff, and student employees; and is responsible for policy, procedural, supervisory, and budgetary decisions.
5. Serves as liaison to academic services for the student services faculty and deans to support the development of new curriculum (credit and noncredit) and updating of existing curriculum.
6. Provide leadership and management for all of student services in the provision of providing online student support services.
7. Oversee the Program Review process for the division, assists with data collection, development, reflection and assessment of SA/SLOs and completion of annual and comprehensive program reviews.
8. Serve as the student services division's Accreditation representative.
9. Work with high schools, ROPs and Adult Ed to develop articulation agreements with the college.

10. Serve as the student services liaison with the FHDA Education Center to coordinate the provision and supervision of programs and services on site.
11. Oversee the division-wide budget with deans and directors.
12. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Title 5 of the California Code of Regulations, California Education Code, District collective bargaining agreements, Accreditation processes and regulations and the Student Success and Support Program (3SP).
2. State regulations and guidelines governing community colleges and EOPS/CARE programs.
3. CCCC rules and regulations related to credit and noncredit curriculum, course and program development.
4. Foothill College educational policies and procedures.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Project management and organizational skills.
3. Prioritize time and tasks.
4. Communicate effectively both orally and in writing.
5. Strong supervisory skills.

Required Education and Experience:

1. Master's degree in related field.
2. One year of administrative experience, formal training, internship or leadership in any related field.
3. A minimum of 6 units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages to meet EOPS director requirements.

Preferred Education and Experience:

1. 2-5 years of progressive leadership at CA Community Colleges.
2. Previous management experience in student services.
3. Counseling experience.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: March 2014; February 2019

Ed Code: H-10

Creditable Service: PERS