



VICE PRESIDENT, STUDENT SERVICES – DE ANZA COLLEGE

DEPARTMENT:

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the President provides leadership to a student services infrastructure that is welcoming and nurturing for a diverse student body. The Vice President will work to enhance access, retention, and student success and serves as the chief student services officer of the College. The Vice President will also work collaboratively with the College's various stakeholders to develop and implement innovative approaches to enhance student learning and provide a student-centered learning environment. The Vice President reports directly to the President and works cohesively with the Senior Staff to provide campus and district leadership.

NATURE and SCOPE:

The Vice President of Student Services supervises the Dean of Counseling, Dean of Special Education, Dean of Student Development and EOPS, Dean of Admissions & Records and Outreach, the Director of Financial Aid, and the Director of Athletics. She or he will assign duties to administrators, faculty, and staff within parameters as negotiated with collective bargaining units; hire and evaluate administrators, faculty, and staff; develop and offer programs; manage budget; and recommend staff to the President.

The Vice President of Student Services is responsible for planning, directing, administering and evaluation the student programs and services of the College. The position is also responsible for developing, recommending and implementing policies and procedures that support student success; ensuring compliance with federal, state, local and district regulations; supervising and evaluating the performance of assigned personnel.

The Vice President of Student Services will have a solid record of leadership and administrative accomplishment and will provide evidence of a collegial and collaborative working style. The position will manage a large organizational unit and major resources, and work with shared governance.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provide leadership to ensure programs and services meet student needs.
2. Supervise administrators, staff, and faculty to create and maintain a positive working, teaching, and learning environment.
3. Inform, advise, and collaborate with the President's Senior Staff on the College's mission, direction, progress and activities.
4. Collaborate with businesses, schools, and community agencies to build positive and successful working relationships.
5. Chair college-wide committees, task groups, and councils.
6. Perform other duties as assigned by the President.

EMPLOYMENT STANDARDS

Knowledge:

1. Applicable laws, guidelines, regulations, and contracts such as Education Code, Title V, SB 125, Board policies, OSHA regulations, federal and state labor laws and ADA compliance laws.
2. Principles of employment, supervision, and evaluation of faculty, staff and administrators.
3. Collective Bargaining Agreements with the Faculty Association, ACE, CSEA and Teamsters.
4. Shared governance, teambuilding and collaborative decision-making processes within and across organizational lines.
5. District administrative policies and procedures.
6. Technology and commonly used software and communication media.

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. Communicate effectively both orally and in writing, including complex proposals and presentations, and other public speaking.
3. Strong supervisory skills.
4. Proven leadership and management.
5. Problem solving and critical thinking skills.
6. Strong interpersonal skills.
7. Computer hardware and software applications.

Education and Experience:

1. Master's degree in related field.
2. Two years of administrative experience, formal training, internship, or leadership in a related field.

Preferred Qualifications:

3. Three to five years of progressive administrative responsibility in student services or a related area preferred.
4. Experience in leading institutional change preferred.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

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; Revised: March 2008; July 2019

Ed Code: H-10

Creditable Service: PERS