FOOTHILL-DE ANZA
Community College District

VICE PRESIDENT, STUDENT SERVICES – FOOTHILL COLLEGE

DEPARTMENT:
COLLEGE: Foothill
SALARY GRADE: A2/A3 - N

POSITION PURPOSE:

Reporting to the College President, oversees effective operation and delivery of services to students. Provides leadership and direction to management personnel. Communicates direction and governance structure, ensures involvement of key persons in decision making processes of institution as it relates to goals of individual areas. Assists in fiscal operations, policy setting and interpretation, and evaluations.

NATURE and SCOPE:

The Vice President of Student Services supervises the Dean of Counseling and the Dean of Student Affairs and Student Activities, and the Director of Disabled Student Services and Veterans Programs.

The Vice President of Student Services is responsible for approving budgets for Special Education and Counseling divisions, EOPS/Financial Aid, Admission & Records, Career Center, Transfer Center, Testing Office, Evaluation Office, and Outreach Office service areas. Assigning duties to administrators, faculty, and staff within parameters as negotiated with collective bargaining units; and evaluating administrators, faculty and staff.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provide leadership in the area of responsibility to ensure programs and services Satisfy accreditation and legal requirements, and contribute to student learning.

2. Supervise administrators, staff, and faculty to create and maintain a positive working, teaching, and learning environment.

3. Represent Student Services on District and College-wide committees and councils.

4. Collaborate with businesses, schools, and community agencies to build positive and successful working relationships.

5. Assess, offer input and set direction for programs and services in area of supervision.

6. Interpret and enforce policies and procedures.

7. Communicate and coordinate planning and administration.

EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, guidelines, regulations, and contracts, such as Education Code, Title V, SB 1725, Board Policy, OSHA regulations, Federal and State labor laws, ADA compliance laws.
2. Collective Bargaining Agreements
3. Personnel and fiscal management.

4. District policies and procedures.
5. Chancellor's Office policies and procedures, Foothill College resources, programs and services.
6. Computers: commonly used software and communication mediums.
7. Student Learning Outcomes Assessment for Student Services.
8. Program Review.

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.
3. Strong supervisory and decision making skills.
4. Leadership/Organizational/Time Management/Problem Solving.
5. Budget and Finance.
6. Interpersonal relations/Communication.
7. Computer hardware and software applications.

Education and Experience:

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

Preferred Qualifications:

1. Three to five years of progressive administrative experience in Student Services, or a related field preferably in the California Community College system.
2. Experience supervising all levels of employees: administrators, faculty, and staff.
3. Experience in leading institutional change.
4. Experience with student learning outcomes identification and assessment for student services.
5. Demonstrated experience with integrated budget and planning, and a data driven program review process.
6. Knowledge of admissions processes procedures and reporting requirements.

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.

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