

VICE PRESIDENT OF STUDENT SERVICES - MJC**DEFINITION**

Under general administrative direction plans, directs, manages, oversees and provides leadership in the overall design, organization, delivery, supervision, evaluation, and fiscal management of the student service program at MJC including Admission and Records, Counseling, Matriculation Services, Financial Aid, Assessment, Student Success, CalWorks, Career and Transfer Services including Re-Entry Programs, EOPS, DSPS, TRIO Programs, Health Services, Student Discipline and due process, Student Development and Campus Life, Student government; administer Title IX, discrimination complaints and sexual harassment policies and procedure; participate in the overall college leadership and perform other duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the MJC President.

Provides direct supervision to numerous deans, executive managers as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Plan, direct, manage, oversee and coordinate the programs, personnel, operations and activities of all student services programs to ensure compliance with district policies, Title V regulations, Education Code and state and federal legislation.
- Prepare and administer the annual budget for all student services operations: assume responsibility for the completion of all necessary state and federal reports.
- Coordinate the evaluation of full-time and part-time faculty, staff and administrators according to the provisions of District's labor contracts along with the YCCD Leadership Team Handbook.
- Work cooperatively with the district and campus Research and Planning and Information Technology to facilitate the implementation and maintenance of a fully automated system for student tracking, registration and advisement.
- Provide direction and leadership for recruiting students, marketing college programs and developing outreach programs to enhance cultural diversity and serve students with special needs.
- Establish cooperative and collegial relationships between the Office Student Services and the Office of Instruction as well as with other administrative functions of the District.
- Maintain liaison with local elementary and secondary schools, colleges, and universities along with other organizations and agencies whose programs and services assist in serving MJC students
- Supervise and oversee the organization of special college events, including scholarships, student recognition programs, and commencement exercises
- Coordinate institutional research related to matriculation, assessment, retention, persistence, student success, student satisfaction, student follow-up, and student learning outcomes
- Develop and maintain communication and collaborative relationships with a wide variety of community agencies that serve the college.
- Seek external funds for programs and services to support the mission of the college.
- Participate and serve on appropriate college, district and state committees.
- Administer the student conduct and due process policy, the student grievance policy, and the drug free workplace policy.
- Lead the recruitment, selection, and evaluation of classified, faculty and administrative staff; provide leadership and direction for staff development.

- Organize and administer the student support programs of the college and provide general and specific guidance to student leaders.
- Supervise and administer the work of student services deans and managers and various programs offered day and evening, both on and off campus.
- Establish student services unit goals and objectives consistent with the college vision, mission and values.
- Take a leadership role in college strategic planning, development and implementation of student learning outcomes, development and implementation of program review and institutional effectiveness
- Assess the need for new programs and services, direct their implementation, facilitate their continued development in accordance with established practice and budget.
- Serve as a member of the college and district administrative team and with other professional organizations and agencies to assure coordination of activities.
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Knowledge of various laws and regulations of State Education Code, Title 5, Title IX, Federal Law, State Law, District Policy and Procedure and State Chancellor's Office Legal Opinions.
- Principles and techniques used in the administration of budget, fiscal planning, and institutional research
- Knowledge of student management information systems, state and federal laws, codes and regulations affecting student services to include ADA and the Rehabilitation Act of 1973.
- Principles and techniques used in the analysis and evaluation of student services programs and administration of budget fiscal planning and institutional research.
- Principles, techniques and practices of higher education leadership, conflict resolution, personnel management, strategic planning, student learning outcome development, program review and other skills needed for senior level college leadership.
- The diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.
- Principles of shared governance and participatory leadership.

Ability to:

- Plan, organize, directly administer, review and evaluate assigned programs and services
- Learn, use, and implement new technologies as tools for teaching learning administration and generally improving the work area or scope of work.
- Ability to utilize appropriate computer software for routing operations and ability to quickly gain a working knowledge of the College's administrative computer system.
- Communicate effectively with diverse constituencies, within and outside the District
- Strong interpersonal skills
- Work effectively and collaboratively with representatives of business, industry, the K-12 educational system, and other post-secondary institutions for the betterment of the college, the students and the community as a whole.
- Exercise sound judgment in the performance of duties

- Ability to motivate and deal with issues related to student services and the needs of students and staff.
- To be sensitive to and interest in the academic growth and success of community college students, faculty and staff.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- **Education:** Possession of a Master's degree from an accredited institution **AND** one year of successful experience in field related to the administrative assignment **OR** a California Community College Supervisor Credential **OR** other appropriate valid California administrative credential.
- **Experience:** minimum of four years of successful experience as an academic administrator (senior level academic administrative experience preferred); successful college teaching experience, preferably at the community college level.

Class Adopted: XX-XX-XX

Class Amended: XX-XX-XX