

PALOMAR COMMUNITY COLLEGE DISTRICT

ASSISTANT SUPERINTENDENT / VICE PRESIDENT STUDENT SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Administers and supervises all student services activities and programs for the College and provides leadership to Student Services faculty and staff; responsible for maintaining and improving the quality of student life through the operation of various student support services and for development student growth, leadership and success through student activities, programs and services.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Superintendent/President and exercises supervision over the areas of Athletics, Health Services, Enrollment Services, Counseling & Matriculation, and Student Affairs, and assigned staff.

ESSENTIAL FUNCTIONS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Program Development and Direction
 - Develop annual goals and objectives for Student Services.
 - Coordinate and update the master plan for Student Services.
 - Direct the programs and services concerned with the general welfare and support of students including:
 - Admissions and Records
 - Associated Student Government
 - Career Center
 - Counseling & Matriculation
 - Disability Resource Center
 - Extended Opportunity Programs and Services
 - Financial Aid & Scholarships
 - International Education
 - Health Services
 - Intercollegiate Athletics
 - Wellness/Fitness Center
 - Student Placement
 - Student Rights and Discipline
 - Grant Funded Student Support Programs
 - Transfer Center
 - Veterans' Services
 - Supervise the preparation of the College Catalog and approve any other publications issued from Student Services for general or limited circulation to students or prospective students.
 - Facilitate the development and revision of Student Services programs and activities.

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2. Administrative Responsibilities

- Develop, implement and monitor the overall budget for Student Services.
- Support, implement and promote compliance with the District's faculty and staff diversity plan in all aspects of employment and education with special attention to Title IX compliance and minority student enrollment.
- Recommend appropriate levels of staff in all Student Services programs and services and participate in the selection of certificated and classified staff with Directors and Chairpersons in consultation with Human Resource Services.
- Evaluate certificated and classified staff in accordance with approved Board policy and administrative procedures.
- Recommend employment, retention, dismissal, disciplinary action or leave of absence for certificated and classified staff.
- Insure that all Student Services personnel are appropriately trained to provide a variety of non-classroom activities that contribute to the personal, cultural, and general welfare of students.
- Interpret student profile data for District planning and decision making.
- Administer other areas/tasks as assigned by the Superintendent/President and assume the duties and responsibilities of the Superintendent/President as requested by the Superintendent/President.

3. Leadership

- Represent and promote Student Services interests and needs in administrative decisions.
- Maintain ongoing communications with the Faculty Senate, the Associated Student Government, the Administrative Association, and CCE/AFT.
- Assist Directors/Chairpersons in the development of goals and objectives that support the philosophy of Student Affairs as it applies to their specific and related responsibilities.

4. Contacts and Liaison

- Coordinate, along with the Vice President of Instruction, the integration of student activities, programs and services with the educational philosophy, goals and objectives of the College; work with Instruction to meet unique learning needs of special student groups (e.g., disabled, minority, international students).
- Coordinate, along with the Vice President of Finance & Administrative Services, the integration of the areas of safety, security, and facilities planning.
- Attend all meetings of the Governing Board.
- Develop articulation agreements with other institutions of higher education and coordinate the dissemination of articulation agreements with Instruction.

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- Inform all College employees of services available to students and make the campus community aware of the value of student services to the student and to the College.
- Encourage a high level of positive media coverage of the College programs and activities.
- Attend all meetings of the Governing Board.
- Participate in shared governance through service on planning and/or operations committees and task forces including, but not limited to, the Student Services Planning Council, Administrative Services Planning Council, and Matriculation & Transfer Advisory Committee.
- Represent the College and Student Services at conferences and meetings with other educational institutions and with state, regional and national student services agencies and organizations.

QUALIFICATIONS

- Demonstrated commitment to shared governance.
- Demonstrated ability to participate as both team leader and member.
- Demonstrated ability to lead strategic planning efforts.
- Demonstrated experience in leading and supporting innovative approaches to student service delivery systems.
- Demonstrated ability to lead and represent a diverse student services faculty and staff.
- Experience which demonstrates an understanding of the necessity for close cooperation between student services and the instructional programs of the college and between student services and administrative services.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.
- Knowledge of student and institutional outcome measures.

EDUCATION AND EXPERIENCE

A Master's degree from an accredited institution and five to ten years of combined student service and full-time administrative experience in higher education are required. An earned doctorate from an accredited institution is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students and community members.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing and sitting for extended periods of time. Must be able to travel to other District locations.