

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Vice President, Student Services	Range: 37 (AC)	Management Schedule
Date Revised:	February 24, 2016	Date Approved:	November 9, 2004

### PRIMARY PURPOSE

Under the direction of a college president, this position is responsible for planning, organizing and directing the operations and activities of the college student services programs and services. The Vice President of Student Services serves as the college Chief Student Services Officer.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Plans, organizes and directs the operations and activities of the college student development services including Admissions and Records, Outreach, Articulation, SSSP, Counseling, EOPS/CARE/CalWorks, Disability Support Services, Career Placement Center/Workforce Center, Cadena Cultural and Transfer Center, Student Health Services, Student Activities, International Students Program, Financial Aid, Title IX, Veterans, Foster Youth, student conduct/discipline, athletic program eligibility and other student services programs.
2.	Develops and implements plans and policies to facilitate and improve the student services programs and facilitates related operations and activities, including student services personnel budgeting.
3.	Directs the preparation of budgets for assigned programs and services; monitors and controls budget expenditures; compiles information and prepares a variety of reports related to programs, operations and activities.
4.	Serves as the college liaison with the District Office of Human Resources with respect to campus complaints of unlawful discrimination and sexual misconduct.
5.	Serves as the Student Discipline Officer.
6.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
7.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
8.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
9.	Coordinates related outreach activities with other colleges, high schools, vendors, students, community agencies, governmental and private agencies and other outside organizations.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic backgrounds of students.
12.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.

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13.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
14.	Performs related duties as assigned.

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## **OTHER FUNCTIONS**

The Vice President of Student Services serves as the college liaison with the District Office of Human Resources for personnel matters related to student services personnel, including evaluations, personnel processing and record-keeping.

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## **WORKING RELATIONSHIPS**

The Vice President of Student Services maintains frequent contact with college and District administrators, faculty and staff.

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## **EDUCATION AND EXPERIENCE**

### **Minimum Qualifications**

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### **Desirable Qualifications**

Possession of an earned doctorate from a regionally accredited institution;

At least three years of student services experience;

Or at least three years of experience working as or with faculty;

At least three years of Leadership experience in student services, preferably at a community college;

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of California Education Code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

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Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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**COMMITMENT TO DIVERSITY**

All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.