

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Vice President, Student Services	Range: 37 (AC)	Management Schedule
Date Revised:	August 29, 2007	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, matriculation, counseling, EOPS, Disability Support Services, Career Placement Center/Workforce Center, Cadena/Transfer Center, Student Health Services, Student Affairs, Campus Safety, International Students Program, financial aid, 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 personnel services 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.
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.	Performs related duties as assigned.

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## **OTHER FUNCTIONS**

In addition to the essential functions, the Vice President of Student Services may be assigned administrative responsibility for the campus child care/child development center.

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.

### **Desirable Qualifications**

Possession of an earned doctorate from a regionally accredited institution;

At least three years of student services or other academic experience as a faculty member;

At least three years of administrative experience, preferably at a community college.

## **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  
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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