

Posting Preview

Position Information

Posting Number	0603200
Official Title	Vice President of Student Development
Position:	Full Time
Percent Position:	100
Months	12
Employee Type	Management
Job Category	Management/Supervisory
Brief Description:	<p>The current vacancy is a 12 month, 100% position located at Ventura College.</p> <p>Under the direction of the President, the Vice President of Student Development serves as the Chief Student Development Officer and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive student development program charged with promoting and delivering programs and services that enhance student and staff success, achievement, and retention.</p>
Job Duties:	<p>The Vice President of Student Development has the oversight for functional areas that include: Admission & Records, Articulation, Student Success Plan, Counseling, Educational Assistance Center (EAC), Transfer/Career Center, Extended Opportunities Programs & Services (EOPS), Cooperative Agencies Resources for Education (CARE), CalWORKS, Financial Aid, Student Health Center, International Student Programs, Veterans Affairs, Student Activities, Scholarships, and Outreach and Recruitment. Additional responsibilities may be assigned or focus areas changed as college needs dictate.</p> <p>Develop, implement, direct and evaluate student programs and services in support of student college life. E</p> <p>Develop, direct, coordinate, supervise, and evaluate the services, programs, personnel, operations, and activities of the division, including programs, analysis and review, to ensure compliance with Education Code, state and federal regulations, accreditation standards if applicable, district policies, and all contractual agreements between the Governing Board and recognized bargaining units. E</p> <p>Plan and project division staffing requirements; monitor proper and efficient use of assigned staff; provide staffing recommendations in compliance with Equal Employment Opportunity principles and guidelines; assist in the recruitment, selection, and development of classified and academic personnel within the unit, and evaluate all personnel in accordance with applicable policies and procedures. E</p> <p>Partner with a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive learning environment. E</p> <p>Direct and implement sound fiscal planning in the development and management of the unit budget; supervise the preparation and submission of the unit budget and, upon approval, assume overall responsibility for timely and accurate implementation. E</p> <p>Develop and implement externally funded initiatives; plan resource</p>

allocations for facilities, equipment and technologies that support student service programs. E

Develop and direct student counseling services, including the preparation of counseling faculty schedules, assignment of academic and classified staff to projects; and the orientation of new counseling personnel. E

Provide guidance to and receive advice from faculty and/or staff organizations on matters relating to the programs; promote the inclusion of students in the participatory decision-making process. E

Review, monitor and participate in the shaping of regional, statewide and national issues concerning community colleges. E

Allocate resources to further institutional goals; evaluate the results of allocations and develop strategies for continued strength of the college's programs and services. E

Coordinate the establishment and implementation of unit advisory committees; establish and maintain liaisons with community representatives as participants in the planning, development and modification of unit services and programs. E

Coordinate and prepare timely, accurate and comprehensive reports as required by various federal, state, district and college departments. E

Promote and participate in the application of computer technology to division programs and activities; use a variety of computer software to research, enter, modify and retrieve data for preparation of reports, correspondence and other written materials. E

Provide for the administration of student discipline and student due process. E

Keep abreast of emerging services, methodologies, and technologies relevant to student development programming. E

Coordinate and supervise the college's annual graduation ceremony, honors, and scholarships. E

Serve on management councils and other college and district committees. E

Serve as Acting President as directed in the absence of the President.

Perform other duties as assigned.

E=essential duty

Additional Job Duties:

Minimum Qualifications


Possession of a master's degree from an accredited college or university and two years of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Preferred Qualifications:

N/A

For nominations and confidential inquiries, please contact:

Additional Information:

John Romo, Search Consultant
Community College Search Services
805.698.7987 
romojb@gmail.com

Licenses or other Requirements:

N/A

Knowledge Of:

Philosophy, mission, and goals of the community college.

Goals, policies, regulations, contractual requirements, current theories and

methods related to effective delivery of comprehensive student development program, including the use of technology and impact of multicultural issues.

Management methods that foster a high level of staff morale to achieve consensus while demonstrating an understanding of and sensitivity to the diverse academic, socioeconomic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of college students.

Principles of respectful and sensitive communication with people who are diverse in their cultures, language groups, and abilities.

Strategic planning and program development.

Community and business organizations.

Participatory approaches to governance.

Work effectively as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student learning environment.

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.

Create and maintain a high level of staff morale to achieve consensus while demonstrating sensitivity towards, and an understanding of the college's diverse academic, socioeconomic, ethnic cultural, disability status, sexual orientation, and religious makeup.

Create an environment conducive to the development of instructional and service innovations.

Work in a dynamic environment and handle multiple responsibilities.

Ability To:

Direct, coordinate and evaluate the work of others.

Develop and manage a budget, including externally funded initiatives.

Plan effectively in the process of allocating resources to further institutional goals, evaluating the results of the allocations, and developing strategies for continued strength of the college's programs and services.

Exercise independent judgment in developing and implementing creative solutions to changing conditions.

Communicate effectively, both orally and in writing

Exercise independent judgment

Establish and maintain good community relations.

Deliver effective public presentations.

Physical Abilities

N/A

Requested Start Date:

ASAP

Work Week/Hours

To be determined based on the needs of the department.

Closing Date

Open Until Filled

Required Applicant Documents:

Resume
Letter of Application
Transcripts

Required Selection Process:

APPLICATION PROCEDURE:

Applications will be considered until a sufficient number of applications have been received. To ensure initial consideration, you must submit a

completed application by February 14, 2016.

The following must be submitted for your application to be considered:

*Completed Application for Management Employment

*Resume

*Letter of Application (cover letter)

The letter of application must include date, your name, position and location for which you are applying. Your sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students must also be included. The letter should give the screening committee a better understanding of how you will contribute as a fully participating member of the VCCCD.

*Official or unofficial college/university transcripts demonstrating attainment of minimum qualifications. The transcripts must show the degree title and the date the degree was conferred or the degree will not be considered for the purpose of determining if you meet minimum qualifications. An official copy of your transcripts will be required upon being hired.

*Letters of recommendation (recommended, not required)

NOTE: Foreign transcript evaluation is required for foreign coursework used to meet minimum qualifications and must be included with your application materials. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

SELECTION PROCESS:

A screening committee will review and screen all applications and associated materials. Those candidates deemed by the committee to be most qualified for the position will be invited to an interview. When completing the application and the supplemental questionnaire, it is important to outline in detail your education, training (classes, seminars, workshops), and experience; you will be evaluated based upon the information provided.

Applicants with disabilities requiring reasonable accommodation during the selection process must inform the Ventura County Community College District Human Resources Department, in writing, of the need for a reasonable accommodation no later than the filing date stated on the job announcement. The request should include a description of the type and extent of the accommodation being requested.

\$9602.67 - \$12,868.42/monthly

With a doctorate, add \$4,952.89 per year.

Salary Range:

The Ventura County Community College District provides an excellent, comprehensive benefits program including paid vacation and holidays, medical, dental, life insurance and membership in a state retirement system (PERS or STRS). For more information about our health benefits, please visit our website at <http://www.vcccd.edu/departments/human-resources/benefits/ascc-benefits>.

Special Instructions to Applicants

Official transcripts providing confirmation that you meet the minimum educational requirement must be presented to the Human Resources Department prior to beginning employment. If you do not have official transcripts, it is advised that you order your transcripts in the event they are needed.

The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of

ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Please describe your formal training, internship, or leadership experience reasonably related to the administrative assignment for which you are applying.

Supplemental Questions:

How did you learn about this employment opportunity?

Starting Salary:

Negotiable