



# Vice President of Student Support

Class Code:  
MA032-HR1

Bargaining Unit:

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Established Date: Jan 19, 2017

Revision Date: Oct 6, 2017

## SALARY RANGE

\$11,129.58 - \$14,914.25 Monthly

### BASIC FUNCTION:

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.

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.

### REPRESENTATIVE DUTIES:

Develop, implement, direct and evaluate student programs and services in support of student college life. **E**

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**

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; 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. **E**

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. Develop and implement externally funded initiatives; plan resource allocations for facilities, equipment and technologies that support student service programs. **E**

Develop and direct student counseling services. Prepare counseling faculty schedules; assigns academic and classified staff to projects; orients new counseling personnel as needed. **E**

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

Review, monitor and participate in the shaping of regional, statewide and national issues concerning community colleges. **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 report as required by various federal, state, district and college department. **E**

Promote and participate in the application of computer technology to diversion 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 nad other college and district committees. **E**

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

Perform other duties as assigned. **E**

**E** = Essential duties

## **MINIMUM QUALIFICATIONS:**

1. Possession of a master's degree; and
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

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

### 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 programs, including the use of technology and impact of multicultural issues.

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.

### ABILITY TO:

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

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

Create and maintain a high level of staff morale to achieve consensus while demonstrating both sensitivity towards, and a understanding of the college's divers academic, socio-economic, 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 hand multiple responsibilities.

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.

Work comfortably in an interdisciplinary environment.

Solve problems creatively

Communicate effectively, both orally and in writing.

Exercise independent judgment.

Establish and maintain good community relations and deliver effective public presentations.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office Environment.

### **PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations/

Vision to read correspondence and reports and to use the computer.

Dexterity of hands and fingers to operate office equipment.