

## College of the Redwoods

## Position Description

Position: Vice President Student Services (VPSS) and Chief Student Services Officer	Position Number:
Department: Student Services	FLSA: Exempt
Reports to President/Superintendent	Salary Grade: 136

### Summary

The Vice President, Student Services is the Chief Student Services Officer and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive student services program including: enrollment services, admissions and records, financial aid, residence life, multicultural and diversity programming, counseling, veterans' affairs, assessment, transfer/career center, health services, Extended Opportunity Programs and Services (EOPS), Disabled Student Programs and Services (DSPS), Kinship-Foster Care, CalWORKs, Child Development Center, Upward Bound, TRiO, articulation, outreach and recruitment, international student services, student conduct, student grievances, student government and activities, athletics, and basic needs. This position reports directly to the College President and works collaboratively with the Vice President of Instruction, the Vice President of Administrative Services, the Director of Human Resources, the Director of Institutional Effectiveness and Research, and the Executive Director of College Advancement. Working collaboratively with college constituents, the Vice President is responsible for fostering a culture of student success by actively developing, implementing, assessing, and maintaining initiatives and core services that enrich student learning and advance the college's mission, vision, and goals. The Vice President serves as an advocate for student success and has a demonstrated commitment to diversity, equity, and inclusion.

### Essential Duties and Responsibilities

#### **SPECIFIC RESPONSIBILITIES**

As the chief student services officer, the Vice President, in accordance with the provisions of the Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the District, performs the following functions:

#### **DEVELOPMENT AND DELIVERY OF STUDENT SERVICES AND PROGRAMS**

Overall responsibility for the planning, staffing, supervision, assessment, and delivery of all student services and related programs provided in the district. Provides leadership in these program areas for efficiency and effectiveness in serving the needs of a culturally and socio-economically diverse community. Collaborates with the Vice President of Instruction and other institutional leaders in college-wide initiatives.

**PERSONNEL**

Directs, supervises and evaluates assigned academic, management, classified, confidential staff and responsible for the immediate supervision and performance evaluation of all reporting administrators. Recommends all personnel transactions in areas of responsibility; ensures the hiring of highly qualified and diverse staff, faculty, and administrators. Responsible for developing an effective and cohesive leadership team with a common commitment to and focus on student access and success.

**STUDENTS**

Develops programs that support inclusivity and success for the college's diverse student population. Responsible for reviewing, recommending and implementing district policies and administrative regulations pertaining to student services, basic needs, and student conduct. Participates in district-wide Title IX initiatives and serves on the College's Title IX case management committee.

**BUDGET/FUNDING**

Responsible for the overall preparation, monitoring and accounting for all budgetary matters in areas of responsibility including general fund, categorical, auxiliary and grant funding. Seeks maximum state funding and alternative revenue streams for assigned programs and services.

**PLANNING**

Responsible for overseeing and enhancing the assessment framework for all student services areas, including annual student learning outcomes and service area outcomes assessment and program reviews to ensure results-oriented program planning and budgeting. Supervises and coordinates the attainment of Student Services goals within the College's Educational Master Plan and the District's Annual Plan.

**COMMUNITY ENGAGEMENT**

VPSS will establish and maintain partnerships with external entities, including K-12 school districts, four-year universities, and community-based organizations to achieve student access and success.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for advising, chairing, or participating in college and district committees and task forces related to duties. Participates in and supports the accreditation process. Performs related duties as assigned.

**Qualifications****Knowledge and Skills**

- Understanding of the philosophy, mission, and goals of the community college district.
- Recognized team builder with ability to coach and develop employee talent effectively.
- Knowledge of instructional programs and student learning outcomes/

- Possession of a minimum qualifications to serve as a faculty member in the California Community Colleges.
- Knowledge of domestic violence awareness and prevention as well as trauma reduction

### **Abilities**

- Experience working with a diverse campus community and possess a commitment to equity and inclusion.
- Be a visible champion for student engagement and advocacy.
- Experience in program planning, implementation, assessment, and administration, including management of budgets and personnel.
- Proven expertise in budget development, fiscal management, and strategic planning.
- Experience and commitment to collaborate with various college stakeholders to build effective collaborative relationships.
- Demonstrated record in managing and resolving conflict with competency in the development of integrity, trust, and loyalty.
- Demonstrated ability to work effectively with external constituencies, including K-12 school districts and four-year universities.
- Ability to engage in enrollment management initiatives that promote student recruitment and retention.
- Excellent communication skills including the ability to effectively communicate, both verbally and in writing; possess the ability to listen to all points of view, build consensus, and inform others of policies and decisions.
- Demonstrated competence in a collective bargaining environment.
- Demonstrated commitment to the principles of collegial consultation and transparency.
- Knowledge of applicable federal laws and regulations including but not limited to Title IX, the Clery Act, the Violence Against Women Reauthorization Act, and related policy guidance.
- Communicate articulately both in public and in private, as evidenced by the ability to listen as well as to speak and write effectively.
- Provide leadership and direction in instructional innovation and technology.
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving.

### **Physical Abilities**

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate office equipment.

## **Required Education and Experience**

Doctorate in Counseling Psychology and two or more years or more of leadership experience within a community college environment.

Certification in Suicide Prevention, Crises Intervention and Trauma-Informed Support.

Demonstrated experience in student conduct, program development, curriculum development, budget oversight financial management, and veteran affairs.

Demonstrated experience in behavioral intervention, student trauma reduction and domestic violence prevention programming.

Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to historically underrepresented groups.

Demonstrated support for faculty and staff development.

Ability to engage in guided pathways and enrollment management initiatives that promote student recruitment, retention, and success.

Demonstrated evidence in program review, and assessment processes.

A strong personal orientation toward collaboration, teamwork, transparency, accessibility, accountability, and delegation.

Demonstrated competence in a collective bargaining environment.

Demonstrated commitment to the principles of collegial consultation and transparency.

## **Licenses and Certificates**

Valid CA Drivers license.