

## **VICE PRESIDENT OF STUDENT SERVICES**

### **GENERAL STATEMENT:**

Serves as the Chief Student Affairs Officer of the College and provides supervision for Student Activities, Student Financial Aid, Guidance Services, Admissions and School Relations, Registrar, Housing, Food Services, Student Support Services, and Campus Police.

### **REPORTS TO:**

President

### **OCCUPATIONAL GROUP:**

Administration

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in Student Personnel Services or Counseling and Guidance; Doctorate preferred.

#### **LICENSE OR CERTIFICATION:**

Certified Counselor.

#### **EXPERIENCE:**

Five (5) years work experience in the area of student affairs involving supervision of personnel and counseling and guidance.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Serve as official spokesperson to the president in matters pertaining to areas of responsibility.
- Supervise the areas of guidance services, student financial aid, registrar, student activities, admissions and school relations, student support services, housing, food services, and campus police.
- Supervise the preparation of and provide general oversight of budgets in areas of responsibility.
- Recommend to the president the employment, assignment, and dismissal of personnel in areas of responsibility.
- Plan, direct, and coordinate a fair and consistent student disciplinary procedure.
- Recommend to the president the need for changes in policies and procedures for areas of responsibility.
- Prepare a student handbook that contains relevant information regarding areas of student services on an annual basis.
- Coordinate special events that occur on the campus.
- Teach classes as assigned.
- Other duties as assigned by the president.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

**VICE PRESIDENT OF STUDENT SERVICES**

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved:*      02/08/95

*Revised:*

JD271