

VICE PRESIDENT OF STUDENT SERVICES

GENERAL STATEMENT:

Serves as the Chief Student Affairs Officer of the College and provides supervision for Judicial Affairs, International Student Services, Campus Police, Residential Housing, Student Activities, Testing, Guidance Services, Student Financial Aid, School Relations, Enrollment Management, Food Services and Cardinal Academic Performance Services Program (CAPS).

REPORTS TO:

President

OCCUPATIONAL GROUP: Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Student Affairs, Educational Administration, Counseling and Guidance or other related field; or Master's degree with five (5) years of experience in Higher Education Administration; Doctorate preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years of working experience in the administration of student services required.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Supervise the areas of Judicial Affairs, International Student Services, Campus Police, Residential Housing, Student Activities, Testing, Guidance Services, Student Financial Aid, School Relations, Enrollment Management, Food Services and CAPS.
- Oversee the administration of the student support programs of the college; supervise and coordinate the work of student services deans and directors and the various programs offered on all campuses day and evening, both on and off-campus.
- Develop, direct, coordinate, and supervise the programs, personnel, operations and activities of all student services programs to ensure compliance with college policies, education code and state and federal legislation.
- Provide direction and leadership for: recruiting students; marketing college programs and developing outreach programs to enhance cultural diversity and serve students with special needs.
- Supervise and oversee the organization of special college events, including scholarship presentations, student recognition programs and commencement exercises.
- Oversee the administration of the student conduct and due process policy, the student grievance policy, and the drug-free campus policy. Provide direction and leadership for preparation of the student handbook. Ensure a safe and respectful environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility for all of its students and staff.

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- Establish Student Services goals and objectives consistent with the college mission and vision; initiate and participate in program planning and provide direction for on-going program review and evaluation.
- Establish cooperative efforts coordinating the office of Student Services with the Office of Instruction.
- Generate the annual budget for all student services operations; assume responsibility for the completion of all necessary state and federal reports.
- Work closely with the college's institutional research and information technology departments to facilitate the implementation and maintenance of a fully automated system for student tracking, registration and advisement.
- Assess needs for new programs/services; direct the implementation of new programs; facilitate their development and implementation in accordance with established approval guidelines and budgets.
- Assist in the recruitment, selection, evaluation and dismissal of personnel; provide leadership and direction for staff development.
- Recommend to the president the employment, assignment, and dismissal of personnel in areas of responsibility.
- Provide direction and leadership in maintaining partnerships with area elementary and secondary schools, colleges and universities, and other organizations and agencies whose programs and services may assist in serving students or potential students.
- Serve as official spokesperson to the president in matters pertaining to areas of responsibility.
- Serve as a member of college administration and with other professional agencies to assure coordination of activities.
- Participate and serve on appropriate college and state committees as assigned by the College President.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Some travel required.

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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95

Revised: 1/20/12