VICE PRESIDENT, STUDENT SERVICES

APPLICATION DEADLINE: THURSDAY, OCTOBER 8, 2015 4:00PM

POSITION DESCRIPTION

The Vice President, Student Services is the chief student services officer of the college providing direction and leadership for student services programs and staff; is responsible for the recruitment, selection, assignment, and evaluation of all student services faculty and staff, and for the preparation and administration of the student services budget.

Under the direction of the Superintendent/President, the Vice President, Student Services directs all departments and programs of student services at the district administrative level, including, but not limited to, Admissions and Records, Counseling, Career Planning and Job Placement, Extended Opportunities Programs and Services (EOPS), Student Activities, International Students, the Transfer Center, Financial Aid, Student Health Services, Veterans’ Center, Disability Program and Services (DPS), and Athletics.

REPRESENTATIVE DUTIES

Essential responsibilities and assignments include, but are not limited to, the following:

- Develop and implement long- and short-term plans and activities for student services functions as well as the district as a whole.
- Direct, supervise, and evaluate assigned academic and classified staff; recommend for employment, direct the assignment of, and direct the evaluation of all student services personnel.
- Direct the utilization of the student services facilities.
- Direct the district’s policy on student discipline and student grievance as the designee of the Superintendent/President.
- Prepare the annual budget for the student services component of the college; control student service department and program budgets, and assist in the preparation of the district budget.
- Act as a representative of the college with other community colleges, educational institutions, and the community.
- Serve as a chief executive in charge of the district in the absence of the superintendent/president, as assigned.
- Assist in collective bargaining with associations.
- Assist in the articulation and matriculation activities of the college.
- Direct the application for, and management of, student services grant programs.
- Participate in and support the accreditation process.
- Direct a regular process of program review.
- Coordinate the student services component with other major components of the college.
- Act as chair, or assign a chair, for councils and committees related to student services.
- Establish and provide leadership for appropriate college-wide councils, committees, and task forces.
- Prepare and present Board reports; attend Board meetings.
- Communicate effectively with other administrators and district personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Perform related duties as required or assigned.

MINIMUM QUALIFICATIONS

- Master’s degree or higher from an accredited institution, or possession of a California Community College Administrator’s Credential; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment; and
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and personnel.

Knowledge of:

- Effective methods and techniques of leadership and management.
- Principles of employee supervision and evaluation.
- Computer applications that support management systems and student services functions.
- Principles of budget planning, development, and management.
- District policies, procedures, and current educational programs.
- Methods and techniques of research, analysis, and decision making.
- Principles and procedures of statistical record keeping and report preparation.
- Advanced oral and written communication skills.
Ability to:
- Demonstrate leadership in management and planning.
- Plan, organize, and evaluate the work of others.
- Train and oversee the work of others.
- Create a supportive environment for staff, faculty, and students.
- Use computer applications that support management systems and student services functions.
- Apply pertinent laws, rules, and regulations.
- Manage budgets.
- Compile data and prepare accurate reports.
- Communicate effective both orally and in writing.
- Work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds, and will all segments of the college community.
- Perform consistently under the pressure of deadlines and other administrative demands.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
- A minimum of three (3) years’ professional senior level management experience in an educational institution.
- Master’s degree in a discipline in the Student Services area.
- Earned doctorate.
- Experience in negotiations with employee organizations.

CONDITIONS OF EMPLOYMENT
This is a 12-month, full-time management position, Level III, Range 37 of the Management Salary Schedule with a starting salary of Step A, $11,607/month to Step C, $12,810/month. Progresses over time to $16,212/month. Effective date of employment will be as soon as a successful candidate is selected and a mutually agreed upon date is determined.

EXCEPTIONAL BENEFITS PACKAGE
Health care, dental program, and vision services for employees and eligible dependents; employee life insurance; sick leave; and retirement coverage through the State Teacher’s Retirement System.

THE APPLICATION PROCESS
Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include:

**District Application**
(Completion of all sections is required.
Do not mark “See Resume”)

**Letter of Application**
(State briefly how you meet
the qualifications)

**Resume**

**Professional Reference List**
(Including names, current addresses, phone numbers, and email addresses)

**Copy of Transcripts**
(Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.)

Application and information may be obtained from Chaffey College, Office of Human Resources (909) 652-6528 or www.chaffey.edu.

All application materials must be submitted:
- By mail/walk-in to Chaffey College, Human Resources, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; or
- By fax: (909) 652-6533. Please see Application Submittal section on our website for potential problems with faxing; or
- By scanning to email: mary.wixson@chaffey.edu. Please note you can only submit via email if an application packet is not larger than 35 pages. PDF and Word docs are preferable; Zip files are not permissible.

The College does not return materials submitted in application for a position. **Please do not include any additional documents not required in the Application Process section.**
Completed application and related materials must be received by Human Resources no later than 4 PM on the date of the application deadline. Foreign transcripts must be transcribed and evaluated in English by a bonafide evaluation service. Educational requirements must be met on or before the closing date. Applications received after the filing deadline will not be accepted for any reason, and failure to submit all required application materials may result in the applicant not being considered for the position. A postmark is not acceptable for this purpose.

Submission of application and related materials is the applicant’s responsibility. The District reserves the right to readvertise the position or to delay indefinitely the employment of a person for a position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Applicants should promptly notify the Department of Human Resources of any change of address and/or phone number.

All application materials are subject to investigation and verification. False statements will be cause for disqualification or discharge from employment.

The Selection Process
A screening committee will conduct all minimum qualification appraisals as set forth on the announcement and reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually held on the Chaffey College campus and are conducted by an Interview Committee. Additional interviews may be required. Reasonable accommodations are provided to persons with disabilities. Should you feel you have any need for accommodation due to a disability, please indicate this request on your application or contact the department of Human Resources.

Travel costs related to an interview will be borne by the applicant.

About the College
The College
Chaffey College, one of the first colleges to be established in California, is a two-year public community college situated in an area of natural and tranquil beauty in Southern California. Its campus occupies 200 acres of rolling lawns and native foliage in the foothills of the majestic San Gabriel Mountains. Founded in 1883 as a private college, Chaffey has been a publicly funded college since 1916.

District
The college district serves a population of 650,000 in the west end of the vibrant Inland Empire of San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda) and Upland are located. Four high school districts are contained in these communities.

Curricula
Chaffey College has lower division courses for students who plan to transfer to a four-year college or university, occupational courses for students who wish to gain competence in employable skills, or who wish to improve their skills, and general education courses for all students to provide them with an awareness of the ideas and ideals of our cultural heritage.

Transfer programs meet the lower division requirements of four-year colleges and universities.

Occupational programs are kept current and the latest information on occupational requirements is made available to students through interaction with community leaders and advisory committees.

In addition, Success Centers, both on- and off-campus, provide the community with resource centers for the development of foundational skills. At these centers, students can improve their foundational skills, and secure tutoring and special supplementary materials.

Chaffey Community College District is committed to equal employment Opportunity.