



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Associate Vice President of Student Services/Dean of Enrollment Services		
<b>JOB CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	60		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Assistant Superintendent/Vice President of Student Services or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To plan, organize, coordinate, and direct various District student services operations, activities, and programs; to develop, evaluate, and implement policies and procedures; to provide leadership for the effective administration of the areas assigned including the ongoing development and evaluation of student services needs; to establish and maintain a strong working relationship with faculty, academic deans, administrators, staff and students; to advocate and promote the various programs and services assigned; and to serve as a member of various participatory committees as assigned. Employees in this classification receive executive direction within a framework of overall objectives. Employees in this classification exercise supervision over subordinate managers and supervisors. This job class functions at a senior management level of classification.

**TYPICAL DUTIES**

- Represents the college as the Chief Student Services Officer in the absence of the Assistant Superintendent/Vice President of Student Services.
- Plans, develops, organizes, and directs the District's student services operations, programs, and activities including student outreach and recruitment, assessment, orientation, Admissions and Records, Counseling, Financial Aid, Disabled Students Programs and Services, Extended Opportunity Programs and Services, federally funded TRiO programs, career, employment, and other related student services.
- Develops, implements, and evaluates policies and procedures related to student services operations and activities in accordance with state and local regulations.
- Participates in formulation of long- and short-term goals and strategies for enrollment management, including counseling, admissions, recruitment, retention and related services in cooperation with appropriate staff.
- May serve as a member of the District's negotiating team for collective bargaining.
- Develops and manages budgets for student services operations and programs.
- Oversees the Dean of Student Services in the absence of the Assistant

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Superintendent/Vice President of Student Services.

- Coordinates operations to improve student services, programs and activities.
- Establishes cooperative relationships, analyzes issues, and resolves problems.
- Develops and administers budgets; monitors and approves expenditures.
- Assists in providing orientation and staff development activities for counselors and staff.
- Prepares financial, statistical, and descriptive reports; ensures compliance with federal, state and other reporting requirements.
- Utilizes software and web based systems for counseling and enrolling students, as well as collecting, tracking and reporting student data from initial contact to completion of courses/programs.
- Promotes cultural celebrations in support of a diverse student population.
- Manages and coordinates the college matriculation (Student Success and Support Programs) and college articulation programs.
- Serves on and/or chairs a variety of internal and external committees, including administrative, advisory, and staff committees, meetings, and councils.
- Interprets and administers federal, state and local regulations and policies in relation to student services operations and programs.
- Oversees development of annual FTES projections for new student enrollment and yields, and for continuing student retention and enrollment; provides periodic updates.
- Provides leadership in the development of counseling strategies to assist a multicultural, complex student body in accessing and succeeding at the college, in career, vocational and life choices.
- Prepares financial, statistical, and descriptive reports; ensures compliance with State and other reporting requirements.
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District/Department policies and procedures.
- Performs related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

*Knowledge of:*

- principles and practices of community college student services operations and programs.
- laws, codes, and regulations, governing student services administration.
- budget preparation and administrative procedures.
- program planning, development and implementation.
- collective bargaining principles, practices, and contracts.
- principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and professional development.
- student equity issues.

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*Ability to:*

- provide leadership in the student services area.
- plan, direct and manage the activities and operations of a community college non-instructional student services program.
- Continuously monitor changes in regulations, policies and technology related to area of management.
- interpret, apply, and enforce laws, regulations, and guidelines related to student services operations and programs.
- prepare and present effective reports, recommendations, and correspondence.
- conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations related to student personnel services administration.
- analyze complex problems, evaluate alternatives and recommend effective courses of action.
- effectively communicate in both oral and written forms.
- direct, supervise, and formally evaluate the work of managers, supervisors, faculty, and other staff members.
- establish and maintain effective teamwork relationships.

**QUALIFICATIONS**

*Education/Experience Required:*

- Master's degree from an accredited institution, or the equivalent. Doctorate preferred.
- Progressively responsible experience in counseling and student services including supervisory experience and experience with web-based registration systems. (3-5 years).

**APPROVALS**

Date Created/Revised:	11/2016
Cabinet Reviewed:	11/8/2016
Board Approved:	12/14/2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)