



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

POSITION TITLE:	Assistant Superintendent/Vice President of Student Services		
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	65		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	District Superintendent/President		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, coordinate, and direct 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 represent the District and the Superintendent to the local community and statewide; to advocate and promote the various programs and services assigned; and to serve as a member of the President's Cabinet and College Council. Employees in this classification receive executive direction within a framework of overall objectives. Employees in this classification exercise supervision over reporting 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. Leads and coordinates all operational activities related to Student Services throughout the District.
- Plans, develops, organizes, and directs the District's student services operations, programs, and activities including Admissions and Records, Counseling, Financial Aid, Disabled Students Programs and Services, Extended Opportunity Programs and Services, student housing, student activities, student behavior/discipline, career, employment, and other student services.
- Develops, implements, and evaluates policies and procedures related to student services operations and activities in accordance with state and local regulations.
- Serves as a member of the District's negotiating team for collective bargaining.
- Develops and manages budgets for student services operations and programs.
- Oversees student equity program.
- Administers the college academic probation/dismissal policy.

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- Administers the program review processes including the development and assessment of Student Activity Outcomes and implementation of identified improvements.
- Promotes cultural celebrations in support of a diverse student population.
- Administers the student code of conduct and the student disciplinary policy, and conducts student discipline hearings.
- Oversees the operation of the residence halls, development of the student handbook, and provides for a living-learning environment that is conducive to student success.
- Coordinates operations to improve student services, programs and activities.
- Represents and advocates for the District to the local community; participates on community councils, boards, and collective impact efforts as assigned.
- Represents the District in state-wide committees and initiatives as assigned; participate in professional development opportunities; model continuous learning and improvement.
- Develop and maintain positive relationships with high schools, colleges and universities on matters related to articulation, admissions, transfer course approval and university partnerships.
- Directs and oversees the development and management of grants and special contracts related to Student Services.
- Establishes cooperative relationships, analyzes issues, and resolves problems.
- Interprets and administers federal, state and local regulations and policies as it relates to student services operations and programs.
- Oversees the activities and events of the Associated Student Body and the election process of officers and student representatives.
- Administers the International Student Exchange Program in conjunction with other agencies.
- Serves on/participates in a variety of internal and external committees, meetings and organizations, representing student support programs.
- Manages and coordinates the college matriculation and college articulation programs.
- Serves on and/or chairs a variety of District/Department administrative, advisory, and staff committees, meetings, and councils.
- 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.
- Serve as the Acting Superintendent/President in the absence of the Superintendent/President per board policy.
- Performs related duties similar to the above in scope and function as required.

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EMPLOYMENT STANDARDS*Knowledge of:*

- principles and practices of community college student services operations and programs.
- laws, codes, and regulations, governing student services administration.
- Accreditation Eligibility Requirements, Policies and Standards.
- current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software.
- 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.

Ability to:

- supervise and participate in the full scope of community college student services program development and administration
- interpret, apply, and enforce laws, regulations, and guidelines related to instructional operations and programs
- prepare and present effective reports, recommendations, and correspondence
- represent the District to employees, managers, and bargaining unit representatives in general sessions and formal negotiations
- conduct complex analytical studies, evaluate alternatives, and develop and implement sound recommendations related to instructional program administration
- direct, supervise, and formally evaluate the work of managers and others
- analyze problems, determine effective solutions, and take independent action for successful results
- establish and maintain effective work relationships with those contacted in the performance of required duties

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors
- Effectively communicate in both oral and written forms
- Sit or stand for extended periods of time
- Lift and/or carry 25 pounds
- Exert manual dexterity sufficient for keyboard and other office equipment operation

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QUALIFICATIONS

Education/Experience Required:

- Master’s degree from an accredited institution or equivalent. Doctorate preferred.
- Strong background in college teaching or counseling. At least three years progressively responsible management experience in a post-secondary institution. Community college experience preferred.
- Experience in collective bargaining.
- Experience with grants administration and implementation.
- Commitment to collegial governance.
- Commitment to diversity among college faculty and students.
- Demonstrated successful interpersonal communication and leadership skills.

License

- Valid driver’s license and eligible to obtain California driver’s license upon hire.

APPROVALS

Date Created/Revised:	11-12 / 8-1-16
Cabinet Reviewed:	8-2-16
Board Approved:	12-12 / 8-10-16

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)