

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

Assistant Superintendent/Vice President Student Services

AD Salary
Column I

BASIC FUNCTION:

Under the direction of the Superintendent/President, the Assistant Superintendent/Vice President, Student Services provides strategic direction, leadership, and planning for Student Services in supporting the mission of the Antelope Valley Community College District to serve students and the community. The Vice President serves on the senior management team as a member of the President's Executive Council and contributes to strategic planning for the College, equitable leadership of the Student Services unit, and long-term growth of the campus. This position requires a commitment to excellence in the service areas that comprise the Office of Student Services; to fulfill the comprehensive mission of the Vision for Success Goals; to increase student retention, diversity, equity, inclusion and accessibility (DEIA), and completion; and to support the attainment of institutional and student learning outcomes. The major areas of responsibility for this position are planning, developing, coordinating, managing and evaluating the human, fiscal, and physical resources in the College's student services programs.

REPRESENTATIVE DUTIES:

(E) = denotes essential duties of the position

- Provides strategic direction, leadership, and planning for Student Services grounded in Diversity, Equity, Inclusion, and Accessibility (DEIA) that supports the mission, vision, and values of the Antelope Valley Community College District to serve students and the community. (E)
- Supervises the Office of Student Services and the student services deans and/or directors. Service areas include the Counseling and Matriculation Division, Enrollment Services/Admission and Records, Financial Aid, Student Development and College Activities, Job Placement Center, Information and Welcome Center, Office for Students with Disabilities (OSD), Extended Opportunity Program and Services (EOP&S), California Work Opportunity and Responsibility to Kids (CalWORKs), Student Transfer and Retention STAR (TRIO), the Career/Transfer Center, and Veterans Affairs program. (E)
- Contributes administrative leadership to the strategic plans for the College, and for the improvement of the Student Services programs. (E)
- Provides leadership and direction for enrollment management and matriculation. (E)
- Provides leadership in implementing and utilizing technology to enhance Student Services programs and services. (E)
- Provides leadership for Student Services in support of the accreditation process. (E)
- Recommends Student Services personnel needs and, as appropriate, participates in the hiring process. (E)
- Coordinates the preparation of the annual budget for the Student Services component of the College and is responsible for the Office of Student Services and program budgets; assists in the preparation of the District budget. (E)
- Directs, supervises and evaluates assigned administrators, managers, academic, and classified personnel; recommends for employment, directs the assignment and evaluation of all Student

Services personnel. (E)

- Manages the College's student discipline program including investigation, resolution, and due process procedures in accordance with District policies. (E)
- Provides support for the Associated Student Organization (ASO). (E)
- Assists in resolving student grievances and complaints in accordance with Board policy. (E)
- Works collegially with participatory governance committees and all college personnel and constituencies in accordance with the participatory governance policy. (E)
- Participates and works effectively in the collective bargaining process. (E)
- Coordinates the preparation and timely submission of required state reports pertaining to Student Services programs. (E)
- Coordinates the utilization of student services facilities and office space, and participates in master planning for campus student services programs and facilities. (E)
- Reviews, recommends, and coordinates grant-funded projects for Student Services programs, following local process. (E)
- Represents the College in community-based Student Services partnerships, working closely with community leaders and groups to maintain and enhance the partnership between the College and the community. (E)
- Provides leadership and develops partnerships with high schools, colleges, and other educational institutions to cultivate enrollment and promote equitable access to education. (E)
- Holds membership and actively participates in appropriate professional and community organizations.
- On a rotational basis with other Cabinet officers, serves as acting Superintendent/President in his/her absence.
- Represents Student Services to other divisions, departments, elected officials, and outside agencies. (E)
- Performs such other duties as may be assigned by the Superintendent/President.

MINIMUM QUALIFICATIONS

EDUCATION & EXPERIENCE:

- Master's degree in a related field from an accredited higher education institution.
- Five (5) years of increasingly responsible experience in student services or similar functional area, with at least three (3) years at the vice president, dean, director, or equivalent supervisory level.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS:

- Three (3) years of successful personnel management experience working in an educational setting.
- An earned doctorate in a related field from an accredited higher education institution.
- Commitment to practicing the principles of diversity, equity, inclusion and accessibility (DEIA) and infusing these principles through the activities of Human Resources.
- Proven and demonstrated success in employee development and conflict resolution.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- A valid California driver's license or ability to access and use alternative transportation.

KNOWLEDGE OF:

- The California Community College mission, its educational and financial issues, the laws and regulations of California, and the changing role of Community Colleges.
- Principles and practices of strategic planning, and strong fiscal management linking resource allocations to planning and priorities.
- Leadership methods for fulfilling the comprehensive community college mission, the Vision for Success Goals and DEIA principles, especially as that mission relates to the role played by the Student Services programs.
- Student development and implementations of student services theory and the ability to develop and implement student services programs that foster equitable student growth and development within the community college.
- Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management as applicable to student admissions, enrollment, and retention.
- Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management as applicable to student rights, student intervention and student disciplinary and grievance processes.
- Principles and practices in the delivery of student and academic counseling as well as principles of individual crisis counseling.
- Participatory governance philosophy and practices for California Community Colleges.
- Student Success and Support Program and Student Equity regulations and implementation strategies and best practices.
- Research methods and analysis techniques.
- Basic principles and practices of organizational improvement, equity and culture change.
- Principles and practices of sound business communication, both oral and written.
- Principles and practices of supervision and management that promote inclusivity, equity, and teamwork, including the ability to train, motivate, and evaluate staff.
- State and federal regulations governing community colleges particularly as these regulations relate to overseeing the various service areas that comprise the Student Services programs.
- Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
- Principles, practices, methods and concepts used in public agency grants and contract administration.
- Trends, developments and application of student support technologies including student records and financial aid technologies.
- Computerized student information database systems, i.e. Banner, Datatel, etc.
- Board Policies, Administrative Procedures, and collective bargaining agreements application.

ABILITY TO:

- Provide expert professional assistance to the President and other District executives and managers in areas of assigned responsibility
- Plan and direct activities of the Student Services Division.
- Direct the effective and consistent implementation of regulations, guidelines, policies and procedures applicable to areas of responsibility and to ensure compliance requirements are met.

- Read, interpret, explain and apply pertinent laws, codes, rules, regulations, policies and accounting principles, including District and Board of Trustees policies.
- Define complex and strategic issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Work collaboratively with District executives and managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Analyze, negotiate and administer grants and contracts.
- Analyze and make sound recommendations on complex student issues and ensure the interests of the District and its students are protected.
- Anticipate and respond to the needs of students and the community, changing demographics and organizational needs.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Work collaboratively across campus constituent groups as well as community groups and organizations.
- Work collaboratively with the College's diverse stakeholders to develop and implement innovative approaches to provide a student-centered learning environment focused on removing institutional barriers to student access and success, and thereby, assist to close the achievement gap.
- Develop and implement appropriate procedures and controls.
- Define, review, evaluate and strategically target student success, access, and completion.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Prepare, execute, and administer a comprehensive budget utilizing a computerized budget system.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with external stakeholders.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.

WORKING CONDITIONS

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervises the Office of Student Services and the student services deans and/or directors.

Oversees the following service areas: Counseling and Matriculation Division, Enrollment Services/Admission and Records, Financial Aid, Student Development and College Activities, Job Placement Center, Information and Welcome Center, Office for Students with Disabilities (OSD), Extended Opportunity Program and Services (EOP&S), California Work Opportunity and Responsibility to Kids (CalWORKs), Student Transfer and Retention STAR (TRIO), the Career/Transfer Center, and Veterans Affairs program.

CONTACTS:

Administrators, staff, students, vendors, government agencies, public and community members and co-workers.

PHYSICAL EFFORT: (The physical and mental demands described here are representative of those employees may need to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

- Ability to exert some physical effort.
- Ability to operate office equipment.
- Tasks require extended periods sitting and at a keyboard.

WORKING ENVIRONMENT:

- Normal office environment.
- The employee is required to travel to locations other than assigned work site and may be required to work evenings and weekends.