

GENERAL ADMINISTRATION VICE PRESIDENT OF STUDENT SERVICES

DUTIES AND RESPONSIBILITIES --

The Vice President of Student Services is generally responsible for all College functions and services traditionally associated with non-instructional efforts to support and develop the “whole student” during his/her college career. The specific responsibilities of this officer are to:

1. Supervise the student activities program.
2. Serve as foreign student advisor.
3. Supervise financial aid and veterans affairs.
4. Supervise the Outreach Department.
5. Evaluate transcripts.
6. Supervise the counseling and testing programs.
7. Code new applications for residency.
8. Supervise the handling of students’ course additions, drops, and withdrawals.
9. Supervise and coordinate all facets of admission, registration, and other activities concerning students of the college.
10. Assist the President with the monitoring and evaluation of the progress of the college toward achieving goals and objectives necessary to perform its particular responsibilities contained in the mission statement.
11. Provide for the coordination and oversight of institutional effectiveness processes and procedures in the respective areas of responsibility.
12. Maintain close communication with and serves as the administrative contact person for various committees
13. Perform other duties as may be assigned by the President.

Minimum Academic Qualifications

- Master’s Degree in Student Personnel Services or counseling/Guidance; or in a related field required.
- Doctorate in a recognized academic discipline from a regionally accredited institution is preferred.
- Three to Five years supervisory experience in Higher Education

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Other Qualifications

- Computer skills
- Excellent oral and written communication skills; bilingual preferred.
- Ability to interact with a diverse student populations and a variety of individuals with different interests and backgrounds.
- Knowledge of history, role, and mission of community colleges
- Knowledge of Student activities and housing programs
- Knowledge of financial aid, grants, and scholarships
- Knowledge of transcript evaluation
- Knowledge and implementation of policies
- Knowledge of marketing and student recruitment