

DUTIES OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Under the direction of the Superintendent/President:

- *Provide administrative leadership for the total student services program of the College and supervises implementation of the College's objectives and Operational goals related to the student services program.*
- *Provides administrative leadership and direction to the Counseling and Guidance program; Financial Aid/EOPS and Student Employment Services, Student Affairs; Outreach; Veterans and Evaluations; Disabled Students Programs and Services; Admissions Center, including records and registration; and Health Services.*
- *Provides administrative leadership, coordination and supervision to the Associate Dean of Student Services; Director of Admissions and Records; Director of Student Support Services; Director of Transfer Center and Student Affairs; Coordinator of Outreach; Assessment Specialist; Campus Nurse; Diagnostic Learning Disability Specialist and Speech Therapist.*
- *Plan and directs the establishment of operational goals for student services programs and conducts continual review and evaluation of all student services operations.*
- *Reviews student services budget requests; recommends additional staff, capital equipment purchases and other needs; and, establishes program budgets within the overall budget parameters established by the Superintendent/President.*
- *Directs continuous research, review and appraisal of student services adequacy and effectiveness and assists student services staff in development and revision of services to students.*
- *Recommends the hiring of all new student services contract personnel.*
- *Supervises the evaluation of student services academic and classified personnel.*
- *Directs and coordinates in-service training programs for student services personnel.*
- *Allocates student services facilities and offices.*
- *Directs and coordinates master planning for student services programs and facilities; recommends conversions, construction or acquisition of student services facilities as needed.*
- *Directs and approves College participation in specially funded projects for student services programs, and reviews all student services project proposals.*

- *Approves and supervises the development of brochures as needed for student services functions.*
- *Directs the development and implementation of career planning services.*
- *Directs and coordinates student services articulation with high schools, colleges, agencies and groups.*
- *Reviews and approves leave requests in accordance with established policies.*
- *Plans and directs the preparation of student services reports and studies.*
- *Performs other duties as assigned.*
- *Represents the District at state and federal levels in matters pertaining to student development services.*

ADOPTED BY THE GOVERNING BOARD: NOVEMBER 8, 1989