

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT/VICE PRESIDENT, STUDENT AFFAIRS
CLASSIFICATION: EXECUTIVE LEVEL - EDUCATIONAL ADMINISTRATOR

SCOPE OF DUTIES

The Assistant Superintendent/Vice President for Student Affairs (ASVPSA) reports directly to the Superintendent/President, and provides District-wide leadership, supervision and oversight for Student Affairs and student equity. The ASVPSA provides transformational leadership for the college's student services functions, working collaboratively with executive level leaders, administrators, faculty, and classified professionals to develop, implement and monitor innovative approaches to equitable student experiences.

The ASVPSA may serve as the Superintendent/President's designee of the District in the absence of the Superintendent/President; supervises and evaluates the performance of assigned staff. The ASVPSA is the student services officer for the District.

DISTINGUISHING CHARACTERISTIC

This leader has the ability and willingness to engage in courageous conversations that maintain and enhance inclusive environments where students and employees alike will thrive. Provides leadership to Student Affairs and the college to ensure services to students are student centric, equity focused, data informed, and community connected. The ASVPSA is a committed, dynamic leader who embraces cultural competence, inclusive participation, and sets a management standard of leadership ensuring accurate and timely processes and procedures in support of student success and achievement.

KEY DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides leadership ensuring the College District offers a comprehensive array of student services including but not limited to, student development programs focused on student success, and enrollment management programs, admissions, counseling, advising, career, planning, and placement recruiting and retention, registration and records, student discipline, student activities, student advocacy, services for students with special needs, cultural activities, and other student support services and programs.
2. Leads and collaborates with college instructional/non instructional leadership to ensure Jaguar (Guided) Pathways is institutionalized into the college; as well as plays a major role in accreditation reaffirmation.
3. Provides equity-focused leadership and fosters an inclusive working environment.
4. Ensures student centered plans, designs, and delivery methods that implement the goals of the College; provides leadership for evaluating and ensuring quality in all programs.
5. Develop, recommend, and implement student services policies, procedures and practices which foster and promote student equity, learning, and achievement, and which support the educational programs

- of the College; recommends organizational structures, personnel and resources to ensure a student-centered / learner-centered environment at all levels; represents the College to various external entities and with outside agencies in matters relating to the College's student services.
6. Develop, foster and promote new opportunities for partnerships with public and private sector entities; provides leadership for establishing multi-year tactical and annual operational goals designed to implement the strategic goals of the College President and Board.
 7. Provides leadership for directing college-wide activities related to student due-process judicial proceedings, including, but not limited to, writing appropriate policies and procedures and conducting investigations and hearings on student judicial matters.
 8. Serve as the college's liaison to the California Community College Chancellor's Office (CCCCO).
 9. Chair or co-chair various college committees and councils; represent the college in the community; serve as needed on statewide committees and in professional organizations.
 10. Provide leadership and direction for collective bargaining and contract administration activities; may serve on the District's negotiating team with unions; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; ensure compliance with labor union contracts; and address faculty and classified confidential grievances.
 11. Coordinate the student services program review activities in order to maintain continuous evaluation of the economic feasibility of student services to ensure that only those programs with appropriate priority in terms of need and demand are continued.
 12. Participates in and supervises the preparation and recommendation of detailed budgets, with cost estimates, for functions supervised. Establishes and maintains budgetary control of functions supervised.
 13. Support College activities and special events through attendance and/or participation.
 14. Communicates an accurate image of the College to the public. Is a positive and active representative of the College and is available to address impromptu situations involving the College during non-traditional work hours.
 15. Lead, supervise, and evaluate the performance of assigned staff; update job descriptions to reflect student experience, interview, and select employees and recommend transfers, reassignment, termination and disciplinary actions according to established procedures.
 16. Serve as a liaison between Student Services staff and other departments.
 17. Review legislation affecting college student affairs and advise Superintendent/President.
 18. Oversee the preparation of materials and reports for the Board of Trustees including Board Agenda items.
 19. Represent the District at meetings, conferences, and workshops related to the management of Student Affairs functions.
 20. Perform related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Master's Degree **AND** one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment **AND** one-year demonstrated leadership.

Demonstrated commitment to equity-focused leadership, responsiveness, and sensitivity, to every aspect of human diversity and actively promotes an inclusive educational and working environment.

DESIRED QUALIFICATIONS

An earned doctorate from an accredited institution is desirable.

Three years progressively responsible administrative experience including leadership and senior management experience.

The successful applicant will have a demonstrated and progressive track record in the administration of administrative services in higher education. This background should be evidenced by recent and proven experience, knowledge, and abilities in:

Demonstrated understanding of, and a commitment to: the community college mission and purpose; teaching and learning; high academic standards; and, student achievement.

Knowledge and understanding of student development theory and programs; knowledge of student due process policies / procedures; knowledge and understand of the current issues and trends in student affairs and student development.

Knowledge and understanding of evaluation techniques and methods; skill in supervisory practices and techniques.

Knowledge of mediation and/or conflict resolution strategies and methods; skill in mediating disputes between students, staff and students, staff and students/ parents and community representatives.

Skill in establishing and maintaining collaborative working relationships with all segments of the College; ability to develop collaboration among diverse groups; ability to think 'outside of the box' and to lead and manage change.

Ability to communicate effectively; skilled in presenting ideas and concepts orally and in writing.

Demonstrated understanding of and experience with the assessment of student learning outcomes.

Experience with strategic planning and implementation, resource development and allocation, personnel and faculty development, management, and initiation of change.

Knowledge and experience with accreditation requirements and processes; knowledge of program review cycles and experience with California Community College system and ensuring compliance with relevant regulations, legislation, and reporting requirements.

Strong computer systems experience large integrated systems such as Ellucian Colleague.
Demonstrated track record of meeting the needs of culturally, ethnically, and economically diverse, faculty, students and staff.

Leading through a lens of equity and race consciousness.

Collaboration with district leadership in developing and implementing effective enrollment management processes.

Developing and administering instructional program budgets, including external grant funding.

Working with college participatory governance groups in a collective bargaining environment.

Supervising, mentoring and evaluating classified professionals, faculty and administrators.

Interpersonal skills using tact, patience, and courtesy.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Indoor office work environment
2. Driving to various locations inside and outside of the district.

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Southwestern Community College District