

**ASSISTANT SUPERINTENDENT/VICE PRESIDENT, STUDENT SERVICES**

| **Reports to:**  | Superintendent/President  |  |  |
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| **Dept:** | Office of the Superintendent/President |  |  |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under policy direction, plan, organize, integrate and direct the work of the Student Services Division; provide expert professional assistance and guidance to district management on Student Services; and perform related duties as assigned. The Assistant Superintendent/Vice President, Student Services (ASVPSS) may serve as the Superintendent/President’s designee of the district in the absence of the Superintendent/President.

The ASVPSS shares diversity, equity, and inclusion leadership responsibilities with other campus leaders.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Provides diversity, equity, and inclusion leadership in student recruitment and retention; student, faculty, and staff achievement and success; leadership development; nondiscrimination; strategic planning and accountability.
2. Plan, organize, direct, control, integrate and evaluate the work of Student Services Division staff; with managers, develop, implement and monitor work plans to achieve goals and objectives; contribute to the development of and monitor performance against the annual division budget; manage and direct development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
3. Manage the performance of Student Services staff; participate in the selection of directors, managers and supervisors; oversee the selection of other technical and professional staff; establish performance requirements and personal development targets for direct reports; regularly monitor performance and provide coaching for perform­ance improvement and development; may hear and make recommendations on second or third-level grievances; recommend disciplinary action, up to and including termination, in accordance with district human resources policies and labor contract agree­ments.
4. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving the division’s and district’s mission, objectives and values.
5. Through area directors, managers and supervisors, deliver effective and equitable student services and support to ensure student success in the following areas of functional responsi­bility: Admissions and Records, Counseling, Disabled Students Programs/Services, Extended Opportunity Programs/Services, Financial Aid, Health Services, Institute for International Perspectives, Intercollegiate and Intramural Athletics, College Police, Service Learning, School Relations and Diversity Outreach, Student Activities/Government, Student Equity, Testing Services, Veterans Services, Transfer, Student Conduct and grant-funded programs.
6. Ensure compliance with applicable policies and local, state and federal regulations; work collaboratively with the Superintendent/President and Vice Presidents in providing executive leadership for the district and input in resolving key district-wide issues.
7. Ensure appropriate policies and processes are in place covering student conduct, student griev­ance and due process; coordinate and facilitate the resolution of student, instructor and staff conflicts, complaints and grievances, including student-related Title IX issues.
8. Interface with the Vice President of Instructional Services and the Vice President of Busi­ness and Administrative Services to articulate student support priorities, including recom­mending expansion, modification and utilization of student services facilities and managing data collection and analysis for effective planning of student support programs, and evaluating and deploying technology solutions that improve, strengthen and streamline business processes/procedures in Student Services.
9. Oversee the preparation of annual reports required by local, state and federal agencies; respond to surveys from a variety of sources dealing with professional and institutional issues, and collect data for multiple purposes as needed.

**OTHER DUTIES:**

1. Provide leadership and support for the district's planning and research efforts in collabora­tion with the Office of Research, Planning and Institutional Effectiveness.
2. Establish and maintain positive partnerships with K-12 districts, community organizations and transfer institutions.
3. In cooperation with the Dean of Research, Planning and Institutional Effectiveness and the MiraCosta College Foundation, pursue opportunities to secure grants and develop resources.
4. Participate in appropriate professional and community organizations.
5. Participate in governance of the college through service on select district committees and promote broad and inclusive input on student services operations through division advisory committees.
6. Perform related duties as assigned, including representing the Superintendent/President.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

* District organization, operations, policies and objectives, including human resources policies and labor contract provisions.
* A comprehensive, student-oriented environment that facilitates learning and student devel­opment.
* Applicable federal, state and local laws, rules and regulations, including those involving Title 5, California Education Code, California regulatory agencies, accreditation and collective bargaining and Title IX.
* Principles and practices of effective management and supervision.
* Principles and practices of sound business communication.
* Research methods and analysis techniques.
* Principles and practices of organization and culture change.
* Safety policies and safe work practices applicable to the work.

### ABILITY TO:

* Organize, plan and direct the activities of a college student services organization.
* Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
* Analyze and make sound recommendations on complex issues arising within the student services areas of responsibility.
* Work collaboratively with vice presidents, managers and deans; provide expert advice and counsel to develop solutions to complex issues.
* Organize, set priorities and exercise expert, independent judgment within areas of responsi­bility.
* Develop and implement appropriate procedures and controls.
* Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
* 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.
* Present proposals and recommendations clearly, logically and persuasively.
* Operate a computer and use standard business software.
* Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
* Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
* Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited graduate school with a master’s degree and at least seven years of progressively responsible related experience. An earned doctor­ate and community college administrative experience are desirable.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Student Services staff; all district staff when acting for the Superintendent/President.

**CONTACTS:**

Governing board members, district administrators, faculty, staff, students, other college and community organizations, elected officials, foundation/community supporters, vendors, contractors, media and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occa­sional local travel may be requested.