

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



VICE PRESIDENT OF STUDENT SERVICES

**FLSA: EXEMPT
RANGE M 5**

POSITION DESCRIPTION:

Under the direction of the President/Chief Executive Officer, provide overall leadership in planning, organizing, and directing: 1) student support services; 2) enrollment management, outreach and recruitment services in a multicultural diverse environment. Areas include: Athletics; Admissions and Records, Financial Aid, EOP&S/CARE; DSPS; Counseling; Student Development; Student Equity; Student Success & Support Programs; Federally Funded TRIO Programs, Transfer Services and all other student support services; long-range planning, grant writing; outreach and recruitment services for schools, administration of the department budget; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES/FUNCTIONS:

- Provide planning, technological, research and administration to offer services and programs that advance the educational mission of Compton College.
- Plan, develop, recommend and administer policies and procedures related to Compton College and department planning on Student Services matters.
- Plan, direct, administer and evaluate the Compton College Student Services programs of Compton College, including Athletics; Admissions and Records, Financial Aid, EOP&S/CARE; DSPS; Counseling; Student Development; Student Equity; Student Success & Support Programs; Federally Funded TRIO Programs, Transfer Services and all other student support services; assure compliance with Compton College, state and federal laws and regulations.
- Supervise and direct the accreditation self-study and program review of assigned departments through a shared governance process.
- Supervise and evaluate the performance of assigned administrative, faculty, managers and classified staff; interview and select personnel and recommend transfers, reassignments and disciplinary action, as appropriate.
- Assure compliance with the Compton Community College District Faculty and Staff Diversity Plan.
- Plan, coordinate and train assigned Student Services personnel.
- Coordinate and administer the planning, development and management of the budget for the Student Services Division; make recommendations to meet the educational and support needs of Compton College's students and community.

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- Provide administrative leadership for program review and continuous improvement of Student Services by developing and implementing student support programs and services within fiscal and educational standards established by Compton College.
- Oversee the coordination of Student Services computer-related functions; recommend new uses of computer information technology.
- Attend and conduct a variety of meetings, workshops, conferences and other related activities; serve on or chair assigned committees and councils; represent Compton College in meetings of the community and other educational institutions.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files pertaining to assigned Student Services activities and personnel.
- Serve as the Chief Student Services officer at the Compton College.
- Participates with executive staff to plan and develop the annual District operational budget to meet the District goals and objectives plans, develops and administers the operational budget of the Student Services Division.
- Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; prepare Student Services Division board agenda and supporting material for the President/ Chief Executive Officer; recommend new policies or amendments to existing policy to the President/Chief Executive Officer; provide information and data as requested.
- Perform other duties as may be assigned by the President/Chief Executive Officer.

REQUIRED QUALIFICATIONS:

- Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, AND
- Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment, AND
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

- Ph.D. or Ed.D. from an accredited institution.
- Meeting minimum qualifications in one or more faculty service areas
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere.
- Demonstrated strong interpersonal skills.

WORKING CONDITIONS:

- Travel within and outside of the District in performing responsibilities and functions.
- Office work environment.
- Attendance at multiple meetings.
- Extended periods of sitting.