CLASS PURPOSE

The Vice Chancellor provides overall leadership in the development, implementation and coordination of Student Support Services of the District. This includes providing administrative direction over Financial Aid, Children’s Centers, International Education, distance learning programs, and other assigned programs.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provides leadership in the areas of Student Services and International Affairs that include: Admissions & Records, Financial Aid, Student Leadership, Student Conduct, Complaints and Grievances, Child Care, Health Services, International and Distance Education, Residency Determination, Out of State students, Student Fee Payments and Collections, and Concurrent Enrollment.

- Serve as Chief of Student Records for the District, oversees and supervises all student enrollment and Admissions & Records issues that include: Record Corrections, Grade Rosters, Matriculation-Student Success Act implementation.

- Represents the Chancellor for the student services function of the district, as well as serves as Chancellor’s designated person for student complaints and grievances.

- Serves as the District Chief Student Support Services Officer on a variety of district-wide councils, commissions, and committees to address Student Access and Success issues.

- Serves as the District Chief Student Services Officer on a variety of statewide and regional councils and commissions and coordinates with college Vice Presidents of Student Services related to Student Access and Success matters.

- Administers compliance with all student services laws, regulations, and Chapter 5 Board Policies and Administrative Procedures including: financial aid, international and out-of-state students (residency), concurrent-enrollment, student grievances, health services, student discipline, and district-wide student government.

- Oversees Financial Aid financial aid budget, services, policies and procedures.

- Supervises the Peralta District International Education Programs and Services.
Job Description: Vice Chancellor of Student Services

- Supervises and Manages the process, procedure, and quality assurance for Matriculation, including prerequisites, assessment, and electronic student educational plans, as well as chairs the District Matriculation-Student Success Committee meetings to ensure student success.
- Supervises the Peralta Health Services and liaison between PCCD, Alameda County Health Services and community agencies.
- Supervises and Manages matters related to Student Trustee(s) including the annual election.
- Supervises Child Development Centers and services for the District
- Supervises Distance Education and Online Support services for students taking online classes, as well as works with Colleges to create a learning community for the Distance Education program in the District.
- Supervises AC Transit program for the District, works with AC Transit managers, and monitors Contract between PCCD and AC Transit.
- Supervises student tuition and fee payments, collection of fees and dropping students for non-payment of tuition and fees.
- Oversees and coordinates Student Ambassador Program with Vice President of Student Services.
- Works closely with Vice Presidents and Deans of Student Services in regards to student issues and support services.
- Oversees the recruitment and outreach efforts of international and out of state students, identify and recruit international and out of state students to study in the Peralta Colleges.
- Develops intercultural and institutional bridges in the recruitment and admissions of international students.
- Serves as Principal Designated School Official (PDSO) for the District, works closely with Immigration and Naturalization Services and assists college personnel to ensure compliance with applicable federal rules and regulations.
- Develops, maintains and monitors the budget for the District International Education Program.
- Provides recruiting materials and related services to foreign agencies, schools and other resources for Distance Education programs and services, overseas and out of state students.
- Serves as liaison between the colleges and District Office regarding international student issues.
- Serves as liaison between the Peralta District and foreign schools, universities, foreign embassies, and exchange organizations.
- Serves on Chancellor Executive Cabinet to address student services issues with College Presidents and District Administrators.
- Works with college administration to promote a student-oriented culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement.
- Performs other duties as assigned.
MINIMUM QUALIFICATIONS

1. Possession of a Master’s Degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum, and five years of successful full-time experience in administrative or management positions in education, business, industry, or government.

2. Knowledge of California and federal laws and regulations for community colleges.

3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possess a Ph.D. or Ed.D. degree from an accredited college or university.
- Demonstrated collective bargaining experience in a college environment and demonstrated understanding and experience working with shared governance.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13