

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

ASSOCIATE VICE CHANCELLOR OF STUDENT SERVICES AND REGISTRAR Management Salary Range 4

CLASS PURPOSE

The Associate Vice Chancellor reports to the Vice Chancellor of Educational Services and is responsible for district-wide policy management and coordination of Admissions and Records, the District Financial Aid Program, children's centers, student activities, student trustees (including elections), matriculation, and outreach programs. This position is an educational administrator.

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.

- Serve as Registrar and Chief of Student Records for the District, oversees and supervises all student enrollment and Admissions & Records issues that include: Record Corrections, and Grade Rosters.
- Provides district-level oversight in Student Support Services areas that include: Financial Aid, Student Conduct, Complaints and Grievances and Children's Centers.
- Develops, administers and manages systems for student registration, student records, attendance accounting, grade reporting and transcript histories consistent with Board Policies, administrative procedures, and State and Federal regulations.
- Manages Project Access and all other Outreach Programs.
- Manages the Peralta Health Services and acts as liaison between the district, Alameda County Health Services and community agencies.
- Manages matters related to student leadership and student trustees including the annual election.
- In collaboration with the Vice Presidents of Student Services, coordinates the Children's Center Program for the District
- Manages the process, procedure, and quality assurance for Matriculation or Student Success Act, including prerequisites, assessment, and electronic student educational plans.
- Administers compliance with all federal and state laws, regulations, board policies, and administrative procedures for student services including: financial aid, concurrent-enrollment, student grievances, health services, student discipline, and district-wide student government.
- Coordinates with college managers and student activities personnel for district-wide programs and activities;
- Oversee the process for the collection and maintenance of faculty records related to enrollment, attendance and grades in accordance with Board Policy and District procedures;
- May serve as the District representative on a variety of State, Regional and district-wide councils, commissions, and committees, including Chancellor's Executive Staff (CES), Chancellor's Policy Advisory Committee (CPAC), and Matriculation, Research, Deans, Recruitment and Retention Committees, and others as assigned;
- Administers and monitors the operating budget for the Office of Admissions and Records.
- Coordinates registration dates for all colleges and ensures that appropriate Admissions and Records information is printed in college catalogues and schedules of classes.

- Assists in planning and coordination to promote a student-oriented culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement.
- Serves as the district's Student Support Services representative 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.
- Performs other duties as assigned by the Vice Chancellor for Educational Services.

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 faculty service areas.
2. One (1) year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Knowledge of State and federal reporting requirements for a community college district pertaining to admissions and records, and other student support services areas.
5. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Three (3) years of administrative experience closely aligned with the position.
- Higher education experience, preferably in a community college.
- Ability to:
 - Read, analyze, and interpret professional journals and governmental reports and regulations.
 - Write comprehensive and concise reports, recommendations, and procedures.
 - Communicate difficult and complex concepts clearly.
 - Understand computer-related concepts.
 - Establish and maintain cooperative and effective working relationships with others.
 - Prepare, present and interpret factual data and provide conclusions in written, graphic and oral form.
 - Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
 - Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of direct subordinates.
 - Coordinate and schedule complex activities.
 - Analyze situations accurately and adopt an effective course of action.
- Demonstrated knowledge of current higher education/community college issues and policy implications.
- Knowledge of Education Code, Federal and State Laws, and current practices appropriate to institutional development.

- Demonstrated commitment to educational equity, multiculturalism, and successful student outcomes, preferably at the community college level.

ENVIRONMENTAL DEMANDS

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

PHYSICAL REQUIREMENTS

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service.

These requirements are governed by statutes covering reasonable accommodation for persons with qualified disabilities.

OTHER REQUIREMENTS

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.