

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

VICE CHANCELLOR OF STUDENT SERVICES

(Executive Salary Range)

Job Code: 634

CLASS PURPOSE

Under the direction of the Chancellor, the Vice Chancellor of Student Services provides overall leadership in the development, implementation and coordination of Student Support Services of the District Office in support of same or similar functions at the Colleges. The position serves as a convener, facilitator and a clearing house for the Student Services functions at the colleges. The Vice Chancellor supports the colleges with updated information from local, state and national levels of laws, regulations and developments affecting Student Services. This includes providing administrative direction to the District's Financial Aid Office, Children's Centers, Student Services aspects of district-wide enrollment management, admissions and records athletics and Student Life, Alumni Association, grants management within Student Services, Strategic Planning, and other programs, activities and opportunities as discussed and assigned.

The Vice Chancellor ensures that services to students are ample, adequate, excellent, and meets the demands of a diverse student body. She/he meets with and interacts with all Student Services personnel to ensure they are supported and well trained to meet students' needs. She/he supports ongoing evaluation and assessment of the services offered throughout the District. While respecting the individuality of each college, she/he ensures that students' experiences are equitable at each college. She/he provides the district-wide flavor for students' common experiences as a district.

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 a position 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. The Vice Chancellor is regarded as the pre-eminent leader in Student Access, Success, and Equity.

- Provides leadership in the areas of Student Services that include Admissions & Records, Financial Aid, Student Leadership, Student Conduct, Complaints and Grievances, Child Care, Health Services, and Concurrent and Dual Enrollment.
- Provides support to the Common Assessment Initiative.
- Serves as Chief of Student Records for the District, oversees and supervises all student enrollment and Admissions & Records issues that include Record Corrections, Grade Rosters, and Matriculation-Student Success Act implementation.
- Represents the Chancellor for the student services function of the district, and serves as the Chancellor's designated person for student complaints and grievances.

- Serves as the District's Chief Student Services Officer on a variety of district-wide, statewide and regional councils and commissions and coordinates with college Vice Presidents of Student Services on matters related to Student Access, Equity and Success.
- Administers compliance with all student services laws, regulations, and Chapter 5 Board Policies and Administrative Procedures, including financial aid, concurrent-enrollment, student grievances, health services, student discipline, and district-wide student government.
- Oversees Financial Aid budget, services, policies and procedures.
- Supervises and manages the process, procedure, and quality assurance for Matriculation, including prerequisites, assessment, and electronic student educational plans
- Chairs a District Joint Student Services Council to ensure quality outcomes for student experiences, student equity, and student success.
- Supervises the Peralta Health Services and acts as a liaison between PCCD, Alameda County Health Services and community agencies.
- Supervises and manages matters related to Student Trustee(s), including the annual election.
- Serves as the district-wide Appeal Officer on Student Judicial Affairs.
- Supervises Online Support services for students taking online classes.
- Oversees and coordinates Student Ambassador Program with Colleges' Administrators.
- Works closely with Vice Presidents and Deans of Student Services in regards to student issues and support services.
- Serves on Chancellor's Cabinet to address student services issues with College Presidents and District Administrators.
- Has administrative oversight of the District's Enrollment Management Program.
- 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, including an excellent new students' orientation system.
- 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.
2. Knowledge of California and federal laws and regulations for community colleges.
3. 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

- Possess a doctorate from a regionally accredited college or university.
- Demonstrated collective bargaining experience in a college environment and demonstrated understanding and experience working with shared governance.

- Familiarity with Student Personnel/Development theories and practices.

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.

Revised: July 26, 2016