

# **Imperial Valley College**

## ***Vice President for Student Services and Equity***

### **DEFINITION:**

Under the direction of the Superintendent/President, the Vice President for Student Services and Equity (VPSS) serves as the Chief Student Services Officer (CSSO) for the District. The VPSS provides leadership and direction of all Student Services and Equity programs and services, including planning and budget oversight, selection of staff, and accountability for all student services categorical programs. The VPSS provides direct supervision for all student services administrators, leads, and champions the vision, mission and goals of the college and Student Services within the college and community. The VPSS serves on and works with President's Cabinet to lead and support the planning and implementation of college-wide programs and initiatives, including institutional transformational efforts. The VPSS will serve as an effective change agent in creating a campus environment that is welcoming and nurturing for all students. He/she will work collaboratively with the College's diverse stakeholders to develop and implement innovative approaches to provide a student-centered learning environment focused on removing institutional barriers to student access and success, and thereby, assist to close the achievement gap.

### **EXAMPLES OF DUTIES:**

- Serves as the general administrator of Student Services functions at the campus. Ensure that programs and services are developed to support and enhance student success, specifically for historically underrepresented students.
- Serves as the Title IX Coordinator for the college.
- Serves as one of the senior administrators for implementing and assessing significant institutional transformation efforts.
- Anticipate and respond to the needs of students and the community, changing demographics and organizational needs.
- Collaborate with institutional research, instructional leaders, and others to foster innovation through an empirically sound culture of inquiry and decision-making.
- Ensure accountability of student services categorical programs, and compliance with federal and state laws and regulations, and district policies and procedures.
- Develop and manage resource assessment, planning, budgeting, and allocation processes.
- Promote and create services that will enhance equity, open access, teaching and learning.
- Provide supervision, evaluation and staff development for assigned faculty and staff in areas of responsibility.
- Serve as a President's Cabinet member and assist the college president in articulation, outreach and community efforts.
- Define, review, evaluate and strategically target student success, access, and completion.
- Plans, develops and administers the budget for the student services area; provides direction and advice regarding fiscal management of student and campus organizations.
- Coordinate instructional related student activities with the Vice President for Academic Services.
- Coordinate an array of supportive programs and services for targeted populations. Organizes conferences, workshops, and other activities, designed to improve student success.

- Supervise and coordinate the development of proposals and grants for the student services area.
- Serve on college, district, and state committees as needed.
- Work evenings and weekends as required.
- Perform other duties as assigned by the Superintendent/President.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to plan, organize, articulate (orally and in writing) and evaluate plans and opportunities for all areas, personnel, activities, facilities, and services.
- Knowledge that race, culture, and language play a significant role in the success of our students, and the position strives to create and nurture culturally competent and linguistically appropriate services for all students.
- Experience in working with college governance groups in a collective bargaining environment.
- Knowledge of State and Federal codes, statutes and regulations that govern California
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to work collaboratively and effectively with other members of the IVC community.
- Ability to interact with integrity and honesty in personal and professional interactions, and who is committed to personal and staff accountability.
- Ability to communicate, write, and speak to small and large groups, and the ability to listen while providing effective feedback.
- Knowledge and ability to effectively plan and organize on a strategic level.
- Skilled in budgeting, allocating, assessing priorities and coping with difficult financial periods and issues.
- Ability to work with campus leaders for timely identification and resolution of controversial issues and problems in an open and fair management style.
- Knowledge of the California Community College System.

**MINIMUM QUALIFICATIONS:**

- Possession of a master's degree from an accredited institution.
- At least one year demonstrated leadership and experience in Student Services
- Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, culture, gender, sexual orientation, disability, and ethnic/racial backgrounds of community college students.

***DESIRED QUALIFICATIONS:***

- An earned doctorate from an accredited institution
- Three years of counseling or other student services related experience in higher education with a demonstrated student-centered philosophy of education.
- An understanding of the California Community College mission, its educational and financial issues, the laws and regulations of California, and the changing role of Community Colleges.
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocations to planning and priorities.

## **WORKING CONDITIONS**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3

Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## **STATUS/RATIONALE**

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the student services of the College and the District.