



Job Description

Job Title:	Associate Vice President Student Services	Job Code:	1105
Department:	Enrollment and Student Services	Grade:	P
Date:	March, 2004	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans, manages, directs, and oversees the operational and budgetary activities of the College's Student Services Division. Coordinates assigned activities with other divisions, departments, and outside agencies and provides highly responsible and complex administrative support to the Vice President for Enrollment and Student Services.

Characteristic Duties and Responsibilities:

1. Plans, directs, oversees, and participates in the development of divisional work plans to include Disability Services, Student Support Services, Graduation and Records Management and Student Life/Service learning. Assigns work activities to Directors and an Associate Dean.
2. Directs the development and administration of assigned budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.
3. Supervises, trains, motivates, and evaluates administrative staff; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides and coordinates staff training.
4. Coordinates division activities with other divisions, departments, and outside agencies.
5. Develops, plans, and participates in the implementation of divisional goals. Initiates and recommends actions to accomplish these objectives.
6. Provides staff assistance to the Vice President and other senior level administrators including preparing and presenting reports and other necessary correspondence.
7. Administers the Student Code of Conduct; determines appropriate disciplinary actions and sanctions for those who violate the Code.
8. Advises Deans, Division Directors, faculty, and staff regarding alleged violations of the Student Code of Conduct.
9. Represents the College at community and outside organization functions.
10. Acts on behalf of the Vice Present for enrollment and Student Services in his/her absence.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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Reporting Relationships:

Direction Received: Reports to the Vice President for Enrollment and Student Services

Direction Given: Direct and total responsibility for the operation of a division or large program. Administrative support, managers, and other professional personnel, report to this position for operational coordination.

Minimum Requirements:

Requires a broad and in-depth knowledge normally acquired through the attainment of a Master's degree in Student Services, Counseling, or other Behavioral or Social Science and six years experience in a related field.

Knowledge, Skills, Abilities and Worker Characteristics:

- Demonstrated leadership and supervisory skills
- Ability to communicate effectively, both orally and in writing
- Good interpersonal skills
- Analytical skills and ability
- Knowledge of Student Services operations, principles, and practices

Working Conditions:

Typical office environment