



**JOB TITLE: VICE PRESIDENT OF STUDENT SERVICES/ASSISTANT SUPERINTENDENT**

Classification: Academic Administrator  
Salary Range: 1

Retirement Type: STRS\*  
Revised/Board Approved: March 18, 2019

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**BASIC FUNCTION:**

Under the direction of the Superintendent/President, provide overall leadership in the development, direction and evaluation of all student services programs within the El Camino College District. Responsible for planning, organizing, and directing: 1) student support services; 2) institutional research, planning, and development; 3) enrollment management, outreach and recruitment services in a multicultural diverse environment; and 4) campus police services. Areas include: admissions and records, financial aid, scholarships, EOP&S, counseling, student success and support program (SSSP), student equity (SEP) student development, athletics, and all other student support services; long-range planning, research, and campus development; outreach and recruitment services for schools, colleges and the community; administration of the department budget; supervision and evaluation of the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Anticipate student services programs to meet the educational needs of students and the community college district at large, ensuring excellence in student support services. Work collaboratively with faculty, staff, students, and educational partners to plan and implement high quality programs reflective of the District's mission, goals and values.

Provide overall leadership in planning, organizing, and directing the student services and planning activities and functions of the District; assure the effective and integrated operations of Student Services programs including enrollment management, outreach and recruitment services, admissions and records, financial aid, EOP&S, counseling, SSSP, SEP, student development, athletics, evaluate effectiveness and assist in the development and planning of programs inherent in the mission of student services.

Provide vision and leadership in evaluating Student Services programs, service levels and impact on student access and success. Identify opportunities for improvement and implement actions to strengthen services to students and the community.

Provide leadership and direction to the South Bay Promise Program; Evaluate the impact and success of the program on student access, retention and success.

Provide overall leadership in planning, organizing, and directing comprehensive long-range planning, program review, institutional research, special projects coordination, and development.

Provide for a District-wide research program to gather data on a variety of subjects influencing the overall direction of the College.

Provide guidance and administrative support to students; serve as liaison with the Associated Student Government; process student grievances.

Administer the area budget; recommend budget requests for each fiscal year to the Superintendent; assure expenditures are appropriate and within budget.

Supervise and evaluate the performance of assigned staff, interview and select employees; recommend transfers, reassignment, termination and disciplinary actions to the Superintendent/President; review and recommend staffing patterns.

Direct the operations of the Intercollegiate Athletic Program; represent the District at athletic conference meetings; make recommendations regarding addition or deletion of athletic teams; assure compliance with Conference and State regulations related to athletics.

Direct the operations of the Campus Police; assure compliance with applicable State laws and regulations; participate on related committees.

Assure accountability for categorical funding; provide for audit trails for categorical funds; assure the proper expenditures for meeting the purpose of the categorical programs.

Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; prepare Student Services board agenda items and supporting materials for the Superintendent/President; recommend new policies or amendments to existing policies to the Superintendent/President; provide information and data as requested.

Ensure compliance with state regulations and Education Code as well as board policies and procedures. Analyze and interpret pending or current legislation impacting student support services programs and/or funding; recommend policy changes as appropriate.

Perform related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

Master's Degree from an accredited institution and five years increasingly responsible management experience related to the position.

Doctorate from an accredited institution preferred.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Planning, organization and direction of the Student Services function.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software.

Abilities/Skills:

Provide overall leadership in planning, organizing, and directing the Student Services activities and functions of the District.

Work effectively with a multi-cultural diverse student, staff, and community population.

Provide for a District-wide research program.

Supervise the administration of the area budget.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.