SAMPLE MANAGEMENT JOB ANNOUNCEMENT

Vice President, Student Services

Requisition Details

Position Information

Position Title: Vice President, Student Services

How many positions are you recruiting for?: 1

Campus: West Valley College

Position Summary Information

Definition

West Valley College, a Bay Area leader in transfer, degree, and career programs, is searching for a visionary leader to serve as Vice President of Student Services. With this administrative position, the college endeavors to build on the strengths of our committed faculty, outstanding campus facilities, and strong academic reputation, to provide leadership and oversee activities and operations of the Student Services area.

Pursuant to our Educational and Facilities Master Plan, the college is committed to serving our diverse student body at all points along their academic journey, with a comprehensive curriculum designed to engage and inspire.

The Vice President of Student Services will build collaborative external and internal relationships to foster innovative programs, internship opportunities, and to help our students thrive in the demanding Silicon Valley job market, or to transfer to the bachelor’s program of their dreams. The college benefits from a strong alumnus and giving community, that has collaborated at record levels, in order to foster a well-rounded educational experience for our students and provide greater resources for our faculty.

Reporting directly to the President of West Valley College, the Vice President of Student Services will be a member of the President's Cabinet and will be provided with the institutional support and resources necessary to achieve academic excellence.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment

100% of full time, 40 hours per week, 12 months per year, with anticipated start date of July 1, 2019. Schedule may change to include some evening or weekend hours, as needed. This is an Academic Administrator position and part of the Managers employee unit.

Work Location: West Valley College, Saratoga, CA

Salary and Benefits

Anticipated Hiring Range:


Benefits include:

- Additional compensation: $1,500 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 13 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
• 12 days sick leave accrued annually.
• Personal necessity leave and personal business leave.
• Professional development and renewal leave.
• $500 longevity award annually after 10 years of service and $1,000 longevity award annually after 15 years of service.
• CalSTRS retirement.

Minimum Qualifications

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Equivalent to a Master’s degree from an accredited college or university, with major course work in education or a field related to specific area of assignment.

AND

3. Seven years of increasingly responsible experience in academic administration, including two years of senior level administrative and management responsibility.

Desired Qualifications

The ideal candidate will also demonstrate the following desired qualifications:

• Additional educational background equivalent to a doctorate degree.
• Prior teaching experience.

Knowledge and Abilities

Knowledge of:

• Principles and practices of administration of student services available at institutions of higher education.
• Principles and practices of student disciplinary and grievance processes.
• Principles and techniques of grantsmanship and grant writing.
• Principles and practices of leadership, motivation, team building and conflict resolution.
• Pertinent local, state and federal laws, rules and regulations; categorical program requirements.
• Organizational and management practices as applied to the analysis and evaluation of programs.
• Principles and practices of participatory governance and effective practices of adult teaching and learning.
• Principles and practices of organization, administration and personnel management.
• Principles and practices of budget preparation and administration.

Ability to:

• Plan, direct, and control the administration and operations of the student services.
• On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve related issues; and explain and interpret policy.
• On a continuous basis, sit at desk and in meetings for long periods of time; intermittently, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
• Prepare and administer student services budgets.
• Develop and implement student services policies and procedures.
• Gain cooperation through discussion and persuasion.
• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
• Interpret and apply district and student services policies, procedures, rules, and regulations.
• Supervise, train, mentor and evaluate assigned faculty and staff.
• Use sound judgment in recognizing scope of authority.
• Operate and use modern office equipment including computers and applicable software.
• Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
• Utilize appropriate safety procedures and practices for assigned duties.
• Communicate effectively orally and in writing.
• Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
• Establish and maintain effective, cooperative and collaborative working relationships with others.
• Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Examples of Duties and Responsibilities

Duties may include, but are not limited to, the following:

• Develop, plan, and implement student services goals and objectives; recommend and administer policies and procedures.
• Coordinate activities with those of other departments to include Campus Center and the Veterans Resource Center, and outside agencies, including but not limited to local schools, and organizations; provide staff assistance to the President and Chancellor; prepare and present staff reports and other necessary correspondence.
• Direct, oversee, and participate in the development of the work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
• Supervise and participate in the development and administration of the student services budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.
• Select, train, motivate, mentor and evaluate faculty and staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of student services.
• Assure optimum services to students in all areas of student life, to assure maximum student access, progress, and success.
• Adjudicate student appeals and grievances within areas of responsibility; administer the code of conduct, due process and student discipline.
• Oversee special programs, such as Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), California Work Opportunity and Responsibility to Kids (CalWORKs).
• Develop and implement initiatives for new student support service programs and participate in development activities and grants including writing local, state and federal grants; determine athletic eligibility.
• Research and prepare technical and administrative reports and studies, including submitting federal and state reports; prepare written correspondence as necessary; act as Administrator of Record for federal grants; implement applicable federal regulations.
• Serve as a member of the president’s leadership team; establish and achieve institutional goals in accordance with the college’s educational and facilities master plan; ensure that development of short and long-term plans for all instructional programs and services occur in concert with the college’s overall direction and priority.
• Represent student services to outside groups and organizations; participate in outside community and professional groups and committees; serve as liaison for federal requirements; present at meetings related to student services; provide technical assistance as necessary.
• Participate in the accreditation process and audit process providing documents and reports.
• Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
• Foster an environment that embraces diversity, integrity, trust, and respect.
• Be an integral team player, which involves flexibility, cooperation, and communication.
• Perform related duties as assigned.

Working Conditions
Other Duties
Physical Demands

Applicant Information

APPLICATION INFORMATION:

• Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Resume; (3) Unofficial copies of transcripts; and (4) Cover letter.
• All sections of the online application, including Education and Educational Work History,
must be completed thoroughly.

- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U.S. degrees by a certified U.S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For assistance, contact:
Office of Human Resources, Attn: Recruitment
14000 Fruitvale Ave, Saratoga, CA 95070
Phone: (408) 741-2653 Fax: (408) 867-9059
Email: Jobs@wvm.edu

Selection Process

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.

EEO STATEMENT:
West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.
Posting Detail Information

Posting Number: FY18/19-849FT
Open Date: 12/19/2018
Close Date: 01/28/2019
Open Until Filled: No

Requisition Specific Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents
1. Resume/CV
2. Cover Letter
3. Transcripts

Optional Documents
1. Additional Transcripts
2. Other Related Licenses or Certificates