

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**ACADEMIC MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Vice President, Student Services

**BASIC FUNCTION:** Under the general direction of the College President, the incumbent serves as the Chief Student Services Officer and is responsible for comprehensive student services planning, policy development, and budget development/management, which may include, but is not limited to, the following areas: Admissions and Records, Commencement, Assessment, Disability Resources Center, Extended Opportunity Programs and Services, Financial Aid/Scholarship, Matriculation, Student Activities, Student Health Services, Transfer Center, International Students Program, Veterans Affairs, Community Outreach/Recruitment, Cal Works, Special Programs, Student Recruitments, Retention and Athletics.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs all assigned staff.

**REPRESENTATIVE DUTIES (Illustrative Only):**

1. Directs and coordinates all operational activities related to Student Services throughout the college, including centers and satellite sites.
2. Recommends and implements approved plans and policies to facilitate and improve operations and programs of Student Services which may include community outreach and recruitment and coordinates communication and activities with other college administrators.
3. Provides for the administration of student discipline and student due process.
4. Provides leadership in the preparation, monitoring, and accounting for all budgetary matters in area of responsibility, including financial aid, student government, club activities, student budget and distribution of campus materials.
5. Oversees the administration of outreach and recruitment efforts with high schools and assists with student retention, including Extended Opportunity Programs and Services (EOPS), transfer and articulation efforts, Matriculation and other specially funded programs and grants.
6. Oversees the administration of the college's annual graduation ceremony, honors, and scholarships.
7. Oversees the administration of the enrollment services functions including all aspects of the admissions/registration process, payment of fees, records, residency, probation/disqualification, graduation, honors, and Veteran's Affairs, Disability Resource Center (DRC), International Students, Early College program, concurrent/dual enrollment.
8. Oversees the administration of Health and Psychological Services.
9. Collaborates with Academic Affairs and other partners in the development of comprehensive and integrated academic and student support services, including program review processes as well as the Student Equity plan.
10. Serves with local educational and community organizations as well as District and other committees in addressing contemporary issues in student service operations at the local, state and federal levels.
11. Participates, represents and provides leadership for Student Services on the RCCD Vice President of Student Services Coordination teams, college-wide committees, District units, regional and state organizations to promote Student Services Programs and improve Student Services operations; serves as Acting President, as assigned.
12. Responsible for planning, organizing, directing, coordinating, evaluating the performance, including professional growth and development of assigned staff and recommending personnel transactions.
13. Interprets the college policies, procedures and programs, as needed.
14. Performs other related responsibilities as may be assigned.

**EDUCATION:** Master's degree from an accredited college in a subject discipline taught at the college or in a service area offered by the college. Earned doctorate from an accredited college preferred.

**EXPERIENCE:** Three years of progressively responsible leadership experience that includes supervision of multiple student services departments or programs. Community college experience preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Administrative procedures and practices applicable to the California Community College system.

**ABILITY TO:** Develop, initiate and carry out new policies and procedures; establish constructive working relations with various community organizations; communicate and present effectively orally and in writing; and, to work effectively with faculty, staff and community.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**PRINCIPAL CONTACTS:** Chancellor, College presidents and other members of the President's cabinet, vice presidents of academic affairs, vice presidents of student services, Academic Senate leaders, and others appropriate to the duties assigned.

**PHYSICAL DEMANDS:** Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

**ENVIRONMENTAL ELEMENTS:** Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EXEMPT POSITION:** This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.