Foothill-De Anza Community College District

Vice President, Student Services & Institutional Research

College: De Anza

POSITION PURPOSE

Reporting to the President, provides leadership and direction to management personnel. Assist in fiscal operations, policy setting and interpretation, and evaluations. Communicates direction and governance structure, ensures involvement of key persons in decision making processes of institution as it relates to goals of individual areas. Oversees effective operation and delivery of services to students; and ensures involvement in professional growth and development activities.

NATURE and SCOPE

The Vice President of Student Services and Institutional Research supervises the Dean of Counseling, Director of Financial Aid and Scholarship, Coordinator of Student Activities, Dean of Physical Education and Intercollegiate Athletics, Director of Admission and Records, Dean of Multi-cultural International Studies, Director of Relations with Schools, Dean of EOPS/Care, Dean of Special Education and Applied Technologies, Dean of Child Development, and an Executive Secretary.

The Vice President of Student Services and Institutional Research is responsible for allocating resources; developing and changing policy/operation; creating campus-wide committees/task forces; providing legal representation.

KEY DUTIES and RESPONSIBILITIES

1. Communication and coordinate planning and administration.
2. Discuss and follow-up of goals and accountability measures.
3. Represent Student Services and Learning Community interests on District and college-wide committees/meetings.
4. Assess, offer input and set direction for programs and services in areas of supervision.
5. Interpret and enforce policies and procedures.

EMPLOYMENT STANDARDS

Knowledge:

1. Organizational development practices.
2. Fiscal practices related to large organizations; personnel practices.
3. Human interaction and interpersonal relationship.
4. Education Code; Title V; Board policy; union contracts.
5. Campus operational procedures and guidelines, student and staff due process, and AB 1725 Contracts and issues that relate to due process and employee rights.
6. Understanding how to interpret and how to develop public policy related to liability exposure and movement toward goal attainment.
7. Computers: commonly used software and communication mediums.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Communicate effectively both orally and in writing, including complex proposals and presentations.

3. Interpersonal relations/communication preferred.

4. Leadership/ Organizational/ Time management/ Problem solving.

5. Strong supervisory and decision-making skills.


7. Analytical and conceptual skills.

Education and Experience:

1. BA in related field.

2. Advanced degree preferred.

3. 3-5 years in education management.

4. Broad understanding of organizational development practices is needed in a changing environment.

5. Public policy experience, senior level student services experience preferred.

6. Continued professional growth training in human interaction and interpersonal relations.

Working Conditions:

Typical office environment.

Date Approved:
Grade: M
EEO-Category: H-10