

Position Information	
Title	Vice President of Academic and Student Services - REPOSTED
Job Category	Management
Position Number	
Location	
Job Description	<p>BASIC FUNCTION: The Vice President of Academic and Student Services will report directly to the College President. The Vice President serves as the Chief Operating Officer for the College, providing general oversight for the College's academic and student affairs programs. The Vice President manages and evaluates the work of the Instructional and Student Services Deans and other managers.</p>
Job Duties	<p>ESSENTIAL DEMONSTRATED LEADERSHIP COMPETENCIES:</p> <ul style="list-style-type: none"> • Student Access and Success: The Yuba Vice President will have a deep commitment to student access and success, for students enrolled in the college, for those who have not yet arrived, and those who have graduated and/or transferred to a four-year college or university. • Risk-taking: The Yuba Vice President will be committed to identifying gaps in student outcomes on the basis of factors such as race, ethnicity and gender, and then mobilize the college to improve results. • Team-building: The Yuba Vice President and his/her administrative team will foster among faculty and staff a culture of innovation and effective implementation driving towards common goals of improving student access and success. • Establishes a Sense of Urgency: The Yuba Vice President will work to establish and maintain among leaders, faculty and staff a healthy sense of urgency to improve student access and success. • Plans for Lasting Change: The Yuba Vice President will have strong strategic ability to plan for change in ways that ensure broad buy-in and action that significantly improves student access and success. • Results-oriented: The Yuba Vice President will develop a culture of inquiry and evidence to support a results-oriented approach across the institution. • Effective Communicator: The Yuba Vice President will effectively engage with the College's internal and external stakeholders, strategically communicating in ways that advance student access and success. • Financial and Operational Ability: The Yuba Vice President will align resources and expenditures to achieve significantly improved results in student outcomes, implementing well-designed institutional changes at scale, and ensuring they are embedded for the long term. • Entrepreneurship: The Yuba Vice President will be an entrepreneurial and highly effective fundraiser, with a particular capacity to raise revenue and develop resources that support strategies for improving student access and success. • Leading Beyond College Boundaries: The Yuba Vice President will use the institution's influence and resources to pave the way for ongoing student access and success by forging partnerships with outside entities, including K-12 school districts, four-year colleges, community-based organizations, and employers. <p>RESPONSIBILITIES WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:</p> <ul style="list-style-type: none"> • Serve as the Chief Operating Officer of the College. • Serve as the Chief Academic Officer and Student Services for the College, overseeing academic programs and student support services.

- Provide vision and leadership for a diverse, dynamic and innovative community of managers, faculty, staff and students.
- Interpret and analyze pertinent educational laws, legislation, policies, regulations and procedures to determine the impact on the College and to formulate compliance and reporting strategies.
- Complete timely and accurate State and Federal reports in the area of responsibility.
- Oversee and assume responsibility for the preparation of Accreditation Self-Study, Mid-Term and Substantive Change Reports.
- Lead the College’s educational planning, program review and accreditation processes and work to ensure articulation between educational planning goals and objectives and those of other District organizational units.
- Promote innovation and improved services to students and the community and cooperates with staff, faculty and other managers to develop processes to ensure the attainment of positive student outcomes and to support student success.
- Manage and participate in the continued evaluation and improvement of college-wide educational programs and services.
- Work with deans, directors, and managers to ensure updated College curriculum that meets all state mandates.
- Promote the assessment of student learning outcomes and service area outcomes to determine the effectiveness of student learning and student service programs.
- Provide general oversight in the preparation of each semester/term class schedule and ensures effective enrollment management.
- Actively participate in and support College shared governance components and activities and other collaborative processes.
- Participate in the hiring, training, management and evaluation of College managers, faculty and classified staff.
- Coordinate the evaluation of all assigned staff and assesses the effectiveness of the assignments to programs and services.
- Oversee and facilitate College faculty coordinator recruitments, interviews, agreements, reviews and evaluations.
- Oversee the College’s operating budgets for educational programs and services.
- Interpret and administer the provisions of collective bargaining agreements and contracts as appropriate.
- Employ appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the College and District communities.
- Coordinate the handling of student complaints and the administering of student discipline.
- Coordinate Convocation, Welcome Week, and faculty orientations.
- Review all College Service Agreements, Grants, and Memoranda of Understanding and recommend for approval or denial to the College President.
- Represent the College on District-wide committees and project teams, as well as to community groups, professional organizations, other colleges and K-12 schools.
- Assume other duties and responsibilities as may be assigned by the College President.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

**Required
Qualifications**

MINIMUM QUALIFICATIONS: The successful candidate, by the final filing date, must possess the minimum qualifications for Educational Administrators at California Community Colleges:

	<ul style="list-style-type: none"> • Possession of a Master's degree; AND • One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
Desired/Preferred Qualifications	<p>DESIRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Doctoral degree from an accredited institution • 3-5 years of Administrative experience • Knowledge of ACCJC Accreditation regulations • Knowledge of California Education Code and Title V • Knowledge of working with HSI (Hispanic Serving Institutions) colleges • Collegiality and collaboration with diverse constituencies, both internal and external; • Effective communication, both orally and in writing; • Strong and articulate proponent of higher education. • Experience working in a shared-governance environment; • Teaching, counseling or administrative experience in higher education, preferably in a community college setting.
Physical Demands	
Special Conditions for Eligibility	
FLSA	Exempt
Range/Step	Range 45, Management Salary Schedule
Salary	\$124,368 - \$153,656/YR.
Benefits Information	<p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependent(s), for positions whose FTE is .60 or higher, valued at over \$24,000 annually with no out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the State Teacher's Retirement System (STRS), 457/403b options, 12 sick days, 22 vacation days, 223 day/12 month contract.</p>
EEO Statement	<p>As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.</p>