

Richmond Community College

Job Description

Position Title: Vice President for Student Services

General Description: The Vice President for Student Services, under the authority of the President, supervises all areas of the Student Services Area. The Vice President is responsible for planning, developing, coordinating, and evaluating all Student Services functions.

Essential Duties of the Position:

1. Provide overall leadership of the area, ensuring that the services provided meet the needs of students, employees, and the community.
2. Effectively communicating with the other Vice Presidents, providing area services when needed.
3. Regularly assess the performance of employees within the area, and the setting and fulfillment of outcomes, goals, and standards that support the College mission.
4. Responsible for developing and coordinating the administration of policies related to the area and ensuring compliance with accrediting and regulating agencies and authorities.
5. Promote a culture of continuous improvement and customer service within the area's departments.
6. Inform the President of department needs and recommending staff when vacancies occur and/or needs arise, coordinating the recruiting, interviewing, and hiring process.
7. Provide opportunities for area staff to participate in appropriate and meaningful professional development activities.
8. Ensure that the student financial aid programs operate in compliance with all internal and external rules and regulations and in the best interest of the students.
9. L Support College enrollment management plan, in conjunction with all marketing and recruitment efforts.
10. Responsible for ensuring that all internal and external deadlines are met within the area.
11. Ensure that an effective pre-admission testing program is developed and administered.
12. Ensure effective counseling is given to ensure every student has a career and academic plan in place.
13. Organize, administer, and evaluate the College's registration processes.
14. Responsible for the administration of all students records along with statistical data on student recruitment, enrollment, and other statistical information pertaining to students and/or FTE.
15. Oversee the administration of ADA-related services for the student population.
16. Responsible for ensuring that the code of conduct for all students is adhered to and serve as chair of the Discipline Committee; ensuring that

all students are provided due process if disciplinary action is taken by the College.

17. Serve as chair of the Student Appeals Committee and ensure due process is provided to all students appearing before this committee.
18. Ensure that appropriate services in college transfer, career education, and job placement are maintained.
19. Serve as Veterans certifying agent for the College.
20. Communicate and coordinate with high schools and four year colleges to assure a smooth transition for students and prospective students.
21. Serve as a member of the President's Leadership Team and the President's Council.
22. Other duties as assigned by the President.

Position Qualifications:

Knowledge, Skills and Abilities:

Understanding of and commitment to the unique nature and role of the institution with special reference to the total fulfillment of the open door policy. Documented experience in planning, developing, and implementing educational degree programs and in evaluating programs and staff. Must have demonstrated an understanding of and commitment to the open door philosophy and the mission and goals of North Carolina community colleges. Experience with regional and program accreditation. 1. The Vice President for Student Services is the advocate and champion for the College's students and understands the primacy of the student in the College's mission. Understanding of and commitment to the unique nature and role of the institution, with special reference to the open door admission policy. Strong interpersonal, written, and oral communication skills required. Must have demonstrated ability to lead teams, develop consensus, and resolve conflict. Understanding of current state and federal laws related to the student in higher education.

Minimum Education and Experience:

Minimum of a Master's degree in higher education, administration, counseling or related degree required. Minimum of five years' experience in higher education required. Proven leadership experience, preferably in a higher education setting required. Experience in teaching, student counseling, financial aid, and records management preferred. Residence in the College service area within one year of job acceptance required. Master's degree required, doctorate preferred, in higher education, an academic subject, or community college education required. Five years of Higher education administration experience required, experience in the NCCCS preferred. Collegiate teaching experience preferred.

Salary Level: Salary Level 21

Location: Main Campus

Questionnaire for Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: VP for Student Services

Division: Presidents Office

Location: All locations

Supervisor's Title: President

Department:

Shift: 8:00 -5:00

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

To organize and supervise the AAS programs

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

See job description

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

Business Technologies, Public Services Technologies, Nursing, Allied Health and Engineering Departments

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

Operating switch board, typing.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.