

 Community Colleges of Spokane	Vice President of Student Affairs		
SFCC Pos# 1143	JOB CLASS # 111120	LEVEL EX6	November 9, 2021 PAGE 1 OF 4

GENERAL DEFINITION

The Vice President of Student Affairs (VPSA) is the chief student services officer of the College and reports directly to the President. The VPSA has overall responsibility for providing leadership, administration, and supervision for the student affairs division, comprised of the following departments: Admissions and Registration; Financial Aid, WorkForce Transitions, and Veteran Services; Student Support Services; and Student Access Services.

The VPSA serves as a committed, driven, and talented leader ensuring every SFCC student has a clear path to success, as well as the support they need to progress along that path.

This position is responsible for the division’s compliance with Washington State law, Washington Administrative Code, policies of the Board of Trustees, procedures and collective bargaining agreements established by the district chancellor and the college president.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Act as an advisor to the college president pertaining to student affairs to ensure student success and achievement at SFCC. *
2. Serve as a leader in the development of student-centered academics and support services – The VPSA will partner with the President and Vice President for Learning to ensure that there are clear academic pathways for all entering students. The VPSA will also ensure that there are student-centered services that support each student’s ability to successfully move along his/her academic pathway. *
3. Demonstrate a commitment to diversity, equity and inclusion and will partner with the President and the Vice President of Learning to design and implement strategies that make demonstrable gains in student success and achievement for underserved students. *
4. Launch and lead key initiatives and pilots, serving as a key leader and champion for new initiatives and pilots designed to deliver excellent outcomes. Scan the national landscape, understand which existing community college programs have the most promising and relevant evidence behind them and customize those programs to SFCC. Work with the leadership team to develop pilot programs that are new and unique to SFCC, whether adapting programs from other institutions or developing them from scratch, to ensure that all initiatives are clear, measurable and outcome oriented. *
5. Oversee and formulate student affairs strategic objectives and develop institutional effectiveness strategies and plans that are consistent with the vision and mission of the college and the district-wide strategic plan. *
6. Responsible for the organization and governance of SFCC student affairs and the development, implementation and evaluation of procedures and guidelines that are consistent with Washington State law, Washington Administrative Code, policies of the Board of Trustees, and procedures established by SFCC and the District. *
7. Develop and submit proposed operating budgets for the academic year as well as the biennium to the college president. Implement approved budgets properly and oversee all budgets for all assigned departments and programs ensuring use consistent with state, federal, and other funding sources. Advise the President concerning items affecting the

- division in concert with the college and district i.e. capital improvements, operating budgets, etc. to facilitate smooth operations of the division. *
8. Responsible for the development of student procedures at the college level to supplement district procedures that implement Board policies and other regulations, agreements, rules, and procedures from applicable agencies. *
 9. Interpret federal, state, and district law, rules, regulations, policies, goals, objectives, and procedures to students, faculty, administrators, classified staff, and community. *
 10. Supervise and/or oversee (e.g. recruit, select, train/develop, schedule, evaluate and recommend disciplinary actions) full/part time classified, professional exempt, faculty and administrators assigned to the division. Adhere to the faculty Master Contract, applicable classified bargaining agreements, classified civil service rules, and all district rules and regulations ensuring efficient operations and student success at SFCC/CCS. *
 11. Inform and educate staff about behavior and performance expectations, provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. *
 12. Develop and maintain interagency and inter-institutional cooperation and agreements in order to provide the best student affairs programs that support student success and fulfill the college's mission. *
 13. Serve as college liaison to district security, information technology, and facilities and grounds departments. Work cooperatively with student affairs personnel throughout CCS. *
 14. Oversee the compiling and archiving of information used in business reports and records. Based on the information, analyze data to predict future trends and facilitate internal reviews ensuring SFCC is in compliance with federal, state and institutional regulations. *
 15. Follow CCS' procedure for obtaining 'Contracts to Provide Services', ensure additional grants and other funding sources are obtained to secure additional funding for student affairs, programs, and services. Ensure proper utilization of funds. *
 16. Hear and assist in the resolution of student complaints and provide appropriate referral to internal and/or external resources that can serve specific student needs. *
 17. Serves as the designated official to oversee the Rules for Student Conduct at SFCC. *
 18. Support the college's regional accreditation process by providing leadership in student affairs to address SFCC's core themes and objectives. *
 19. Serve as an active participant and spokesperson for the college and district in educational, community, and civic organizations and on other national, regional, state, and district associations, commissions, and committees as assigned and/or approved by the campus and/or district presidents. *
 20. Inform and educate staff about behavior and performance expectations, provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. *
 21. Serve on other national, regional, state, and district associations, commissions, and committees as assigned and/or approved by the President and/or Chancellor/CEO.
 22. Model professional decorum and mutual respect in all personal interactions. *
 23. Support and advance the CCS strategic plan and perform other duties as assigned. *

** Indicates this is an essential duty.*

REQUIRED COMPETENCIES (MINIMUM QUALIFICATIONS)

1. An earned master's degree from an accredited institution.
2. Five (5) years of relevant administrative experience.
3. Demonstrated commitment to fostering and supporting a teaching, learning and working environment that honors diversity, equity and inclusion.
4. Demonstrated knowledge and experience in best practices to support student development and student achievement in compliance with federal, state and local laws, rules and regulations.
5. Knowledge of enrollment management trends and issues.
6. Demonstrated leadership in shared governance, strategic planning, collaborative decision-making, and personnel management.
7. Experience in budget development, financial management, and strategic planning.
8. Success in obtaining grants and other funding sources.
9. Experience in data-informed decision-making.
10. Excellent oral and written communication skills and the ability to present complex data clearly.
11. Ability to work cooperatively with students, employees, other departments and outside organizations.
12. Demonstrated ability to work effectively with diverse populations in order to address academic and personal concerns.
13. Ability to use computerized information/software relevant to the position.
14. Ability to collect and analyze data.
15. Acceptance of the responsibility to promote the welfare and best interests of students at all times.
16. A demonstrable understanding and acceptance of the mission, values, goals and objectives of CCS.
17. The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, community and technical college system.

PREFERRED COMPETENCIES (DESIRED QUALIFICATIONS)

1. An earned doctorate degree from an accredited institution.
2. Three years of successful teaching and/or work (e.g. counseling, advising) with students in an institution of higher education.
3. A strong commitment to and experience in fulfilling the community college mission.
4. Successful experience working in a multi-college district.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.

- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Contract position.
- Position is exempt from Fair Labor Standards Act (FLSA).
- Requires criminal background check.
- Requires local or regional travel. If using personal vehicle proof of driver's license and car insurance required.