



Job Title: Senior Student Services Vice President

CLASSIFICATION DESCRIPTION

Department: Student Services Leadership

Pay Grade: 125

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for overall management of the College-wide Student Services functions. Duties include: setting the strategic direction for Student Services at the College; developing goals, policies, and objectives; overseeing Enrollment, Recruitment, Central Records, Athletic Programs, Student Affairs, student with disabilities; compliance, grievances, and other initiatives; determining budget; and allocating resources to programs, departments, and functions;

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Directs staff including: prioritizing and assigning work; evaluating performance; training; ensuring employees follow policies and safety guidelines; and making hiring, firing, and disciplinary recommendations.
- Provides overall management and development of operating and capital budgets for assigned departments; prepares cost estimates for budget recommendations; controls and approves expenditures; identifies and pursues alternative funding sources; and allocates funds across academic functions.
- Formulates and interprets policies and procedures.
- Ensures compliance with applicable program, local, state, and federal laws as well as established criteria.
- Provides leadership in the design, development, strategy, implementation, and assessment of goals, policies, objectives, and activities related to Student Services functions; develops long-range strategies and goals.
- Develops and maintains internal and external relationships; participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other information; represents assigned area on committees, advocacy groups, and/or related groups; and negotiates and manages contracts with external parties as necessary.

- Oversees College functions of enrollment management, recruitment, admissions, records, financial aid, transfer and articulation; graduation, the Peoplesoft Student Administration Systems team, and functional data analysis.
- Provides oversight for student activities, student College life, activities budget, Student Government Association, student events and clubs; student development opportunities, and the various athletic programs.
- Directs College-wide student grievances, compliance, disciplinary proceedings and student ombudsman.
- Handles management of Student Services and retention programs, student support services including Veterans Services, special programs such as WOW and RISE, mental health services, food pantries, child care support, book and technology lending, accessibility accommodations, and transportation supports.
- Oversees development and management of budgets, operations, funding, capital outlay, grants, museum, theater, and employee development.
- Serves as a member of the President's executive team.
- Serves as the College representative in Student Affairs with local, state, and federal agencies.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Doctorate in a related field; ten (10) years of related work experience including five (5) years with executive administrative experience in higher education and five (5) years of managerial experience at the level of director, dean, or higher; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Leadership principles;
- Advanced principles and practices in assigned area of responsibility;
- Program development and administration principles and practices;
- Higher education institutional operations, structures, policies, and practices;
- Strategic planning principles;
- Budgeting principles;
- Public relations principles;
- Community agencies and resources;
- Financial management principles;
- Research methods;
- Applicable federal, state, and local laws, rules, and regulations;
- Policy and procedure development practices;
- Computers and related software applications.

Skills in:

- Directing, monitoring, and evaluating College policies and procedures;
- Planning, coordinating, and implementing College-wide components and activities;
- Communicating, both verbally and in writing;
- Developing, managing, and administering budgets;
- Developing long-term strategic plans;
- Analyzing academic and administrative projects, programs, and processes for areas of improvement;
- Preparing and analyzing a variety of reports;
- Making program decisions based on financial considerations;

- Evaluating statistical data;
- Implementing public relations initiatives;
- Mediating conflict;
- Collaborating with internal departments and external agencies;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Interpret and apply applicable laws, rules, and regulations;
- Prioritize and assign work;
- Adapt to rapidly changing environments;
- Monitor and evaluate employees;
- Identify alternative solutions to problems.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>

Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed regularly where decisions are made that could lead to major community or organizational consequences if there is a failure to make the appropriate decision at the time.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.