CAPE FEAR COMMUNITY COLLEGE

VICE PRESIDENT OF STUDENT DEVELOPMENT

DEFINITION

To plan, direct and review the activities and operations of student support services for the college; to coordinate assigned activities with other college departments and outside agencies; and to provide highly responsible and complex administrative support to the President.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Vice-President.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS—Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Direct the development, planning, implementation, and administration of goals and objectives as well as policies and procedures regarding the college student affairs program and related activities; approve new or modified systems, policies and procedures.

Oversee and coordinate the activities and operations of college student affairs programs including counseling, admissions and registration, orientations, financial aid, career development, student activities and student employment; evaluate and ensure that operations meet the goals and objectives of the college and the needs of the student population; establish and monitor program evaluation systems and procedures.

Direct the development and administration of the college budget for student affairs services and programs; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Direct, oversee and participate in the development of the student affairs programs and services work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Recommend the selection of staff; train, motivate and evaluate personnel including faculty; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Provide staff support on a variety of boards and committees; research and develop recommendations related to student affairs services and programs.
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**Essential Functions (continued):**

Provide staff assistance to the Executive Vice-President; prepare and present staff reports and other necessary correspondence; ensure the maintenance and security of all student records.

Coordinate the development, review and revision of student services publications, publicity and community relations; provide for student orientation and tours; ensure the distribution of college information to prospective students.

Serve as liaison of student service activities for the college with agencies, other colleges, community groups and various organizations.

Participate in recommending and establishing procedures and policies for dealing with students and accommodating their legal rights.

Oversee and administer the admission function; evaluate, assess, and recommend admission procedures.

Oversee and administer the registration function; ensure the proper collection, security, development, maintenance and audit of official student academic records; ensure that veterans affairs are handled properly.

Oversee student counseling services; provide various tours and orientation services to prospective students.

Coordinate student counseling services; plan for and implement a counseling program which provides meaningful information with maximum exposure to students.

Oversee the college financial aid program; ensure the adherence to regulated standards and procedures.

Participate in review testing procedures; evaluate the administration of entrance exams.

Oversee college placement services, student activities, and veterans affairs programs; coordinate student service activities with various agencies and organizations.

**Other Important Functions:**

Participate in providing counseling services to students and staff.

Provide staff support on a variety of committees and study groups; research and develop recommendations related to student affairs activities of the college.
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Other Important Functions (continued):

Assist with the provision of various clerical and secretarial support activities; participate in the student registration process.

Provide staff assistance to the Board of Trustees; prepare and present staff reports and other necessary correspondence.

Represent the college to the community and outside organizations.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the planning, analysis and evaluation of programs, policies and operational needs.

Principles and procedures of student affairs program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Current trends, research and development in the areas of student services and programs.

Ability to:

Interpret and apply college goals, objectives, policies, procedures, rules and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Select, supervise, train and evaluate assigned staff.

Effectively direct the provisions of student support services of a campus in support of the college departments, schools, and programs.

Prepare and analyze administrative and statistical reports, statements and correspondence.
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**Ability to (continued):**

Gain cooperation through discussion and persuasion.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Oversee the preparation and administration of the campus student affairs program budget.

Identify and respond to public and Board of Trustees issues and concerns.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- communicating with others
- reading and writing
- operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment.

Maintain mental capacity which allows the capability of:

- making sound decisions
- evaluating the effectiveness of programs and personnel
- evaluating various alternatives and making appropriate choices
- responding to questions
- demonstrating intellectual capabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of college and other government officials, community groups, and the general public.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Six years of increasingly responsible experience with responsibility for student services and programs in an administrative capacity including at least three years of experience in teaching and/or counseling at a post-secondary level and two years of supervisory experience in post-secondary institutional administration.
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Experience and Training Guidelines

Training:

Equivalent to a master’s degree from an accredited college or university with major course work in counseling, education, business or public administration, or a related field.

REV: 4/27/2005

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