

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

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| Class Title: Vice President for Student Services & Enrollment Management | | | <i>Adm. Rev. Approved: June 23, 2006</i> |
| Level: ADM03 | FLSA Status: Exempt | Class Code: A0306 | <i>Approved by: College President</i> |

GENERAL DESCRIPTION

The Vice President is responsible for the leadership and implementation of College-wide student services programs and initiatives for the College. This position provides administrative oversight/leadership for Student Services involving admissions and records, recruitment, enrollment management, new student orientation, advisement, career planning, retention, financial aid, minority recruitment and retention, Registrar, Students with Disabilities, and Student Support Services.

KEY RESPONSIBILITIES

% OF TIME

| 1. * | Coordinates, plans and evaluates the College-wide student services program involving admissions and records, student information systems, recruitment, enrollment management, new student orientation, counseling and advisement, career planning, testing services, retention, financial aid, student access programs, minority recruitment and retention, Registrar, Students with Disabilities, and Student Support Services. | 30% |
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| 2. | Responsible for planning and supervising assigned budgets, including purchase requisitions and travel reimbursement approval. | 5% |
| 3. * | Responsible for coordinating the Student Activities Fee Budgets and budget development process with the students and Student Services Deans. | 10% |
| 4. * | Works with the Campus Deans to promote the "one-college" concept in all student services activities and programs. | 15% |
| 5. * | Responsible for College-wide initiatives for continued improvement of customer service, recruitment and retention, enrollment management, and registration procedures. | 20% |
| 6. | Develops the College-wide Student Services Strategic Plan, in conjunction with the Student Services Deans. | 10% |
| 7. | Initiates and implements district-wide Student Services procedures. | 10% |
| 8. | Performs other similar and related duties as required. | |

* Indicates an "essential" job function.

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| KEY JOB REQUIREMENTS | | |
| Education: | Masters degree required; doctoral degree preferred. | |
| Experience: | Ten years or more of prior related work experience required. | |
| Planning: | Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire College. | |
| Impact of Actions: | <p><i>Operating Budget Responsibilities:</i> Has full authority to delegate control of the budget to subordinate personnel. May plan and direct revenue-generating activity.</p> <p><i>Grant Fund Responsibilities:</i> Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.</p> <p><i>Revenue Generating Impact:</i> Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.</p> | |
| Impact of Decisions: | Work of position involves leadership which routinely affects campuses of HCC and/or the surrounding community in a demonstrable way. | |
| Complexity: | Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. | |
| Decision Making: | Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with College-wide policies. | |
| Problem Solving: | Problem solving requires choice of courses of action, which are limited by broad company policy and requires understanding and evaluation of impact upon the College. Policy, procedures and precedent are created and/or approved by this position. Solutions affect College policy or operations. | |
| Communications with Others: | Continuing contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and explanation and interpretation of policies, rules and regulations and/or the handling of very difficult personal relationships. Regular contacts with external persons of importance and influence involving considerable tact, discretion and persuasion. | |
| Supervision of Others: | Supervises multiple functions, with full responsibility for effective operation and results. Nature of work supervised requires extensive training and experience, the ability to integrate diverse campuses of HCC and provide overall leadership for the institution. | |
| Job-Related Knowledge: | Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC. | |
| Innovation/Creativity: | Work constantly requires the development/enhancement of innovative and complex methods, procedures, policies, products or systems. Results generally affect the College as a whole. May impact the overall competitive position of the College. | |
| Working Conditions/Physical Effort: | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. | |