

## VICE PRESIDENT AND DEAN OF STUDENT PERSONNEL SERVICES - WCC

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the President-Westchester Community College, the Vice President and Dean of Student Personnel Services is responsible for the administration, management, and evaluation of all student personnel services at Westchester Community College. As chief student personnel officer, the incumbent initiates and implements policies and procedures which affect student life throughout the college and which address varied educational and social needs of a diversified student body. The incumbent is responsible for the overall direction of services, including Admissions, Student Affairs, Counseling and Student Development, Financial Aid, Health Services, Registration and Records, Jobs and Career Center, Placement and Transfer, Women's Forum, Student Support Services and a Children's Center. The incumbent serves on the cabinet of the President and participates in the formulation and interpretation of policies established by the President and his cabinet. Supervision is exercised over a substantial number of educational, professional and clerical support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs, with the assistance of academic/managerial/supervisory personnel, college financial aid services, registration, orientation programs, admissions, student refund policies, student grievance procedures, disciplinary policies, demographic studies, campus life programs, etc.;

Ensures compliance to programmatic guidelines, policies and procedures and adherence to all applicable laws for all areas of student personnel services;

Formulates and implements policies in the area of student personnel services, and conducts long range planning projects and studies of student personnel services and activities to assist students in accomplishing their educational goals;

Secures administrative and budgetary support to achieve academic/programmatic goals and objectives;

Ensures consistent application of guidelines and procedures in determining eligibility for a variety of student personnel services;

Directs the timely filing of applications and appropriate supporting documentation for federally funded programs to aid in the achievement of departmental goals and objectives, and to ensure accurate recordkeeping for financial auditing purposes;

Works with the Director of Financial Aid in seeking new funding sources of financial aid for students;

Coordinates the work of the Financial Aid division with the Business Office to ensure proper recordkeeping and billing as required by federal auditors;

Works with the Director of Admissions and the Registrar to recommend, develop and implement policies relating to admission to the College, student records, and the registration of students;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Works with the managers of the Admissions Office, the Registrar's Office, the Office of Counseling and Student Development, and Academic departments on such issues as the evaluation of transfer credits, registration and orientation of newly admitted students, admission of applicants to newly established programs of study, etc.;

Consults with the Vice President and Dean of Administrative Services on issues relating to tuition refunds, policies regarding penalties for late withdrawals, and the relationships of personnel with students in areas such as campus security, custodial services, grounds and maintenance;

Works with the Associate Dean of Student Affairs on issues relating to the development and implementation of policies relating to the activities program of the college, college sponsored activities (on and off campus), student orientation, student facility use, and disciplinary policies and procedures;

Hears petitions and complaints from students, parents and other concerned parties (including faculty) regarding the application of college requirements, policies, rules and regulations and advises concerned individuals on the appropriate course of action; rules on such petitions within established college policies and in conjunction with input from administrative, guidance, faculty and student groups and subsequently recommends action to the President of the College;

Meets with student groups to discuss issues relating to the student government;

Works with the student judiciary committee, other student representatives, and appropriate faculty members and administrators in establishing disciplinary procedures to ensure the orderly function of the college while safeguarding the rights of the individual student;

Hears student grievances and notifies appropriate personnel for possible remedial action;

Hears and rules on appeals of student disciplinary action taken by the President-Westchester Community College;

Serves in an advisory role to students, faculty and administrators, including committees such as the Student Council, Student Forum, and Faculty Senate on issues such as academic standards, unexplained student absences, tardiness, etc.;

Evaluates all professional and support personnel in Student Personnel Services as requested by the President of the Community College and consistent with contractual and Faculty Senate requirements, makes recommendations regarding appointment, assignment, promotion, retention and release;

Works with the Personnel Director of the College in proposing new positions by providing appropriate justification for submission to the County Personnel Office, and by writing, revising and updating job descriptions for positions in Student Personnel Services;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Recruits, screens, interviews and make recommendations regarding the hire of personnel in Student Personnel Services;

Plans and administers the operating, capital and non-recurring portions of the student personnel services budget and participates in formulation of budgetary policy in accordance with college, county and state procedures;

Determines short and long-range facilities management needs by consulting with Student Personnel Staff on issues such as enrollment trends and new/proposed initiatives;

Meets with administrative/academic groups, and at the request of the President of the College, relates student views on a variety of topics;

Serves as a member of the Faculty Student Association, various committees of the Faculty Senate, as well as various search and screen committees;

Collaborates with the Office of Institutional Research to facilitate research efforts by providing statistics on the student body, as well as providing demographic and socio-economic data;

Maintains liaison with the State University of New York and the Middle States Association of Schools and Colleges on issues relating to student personnel services;

Provides liaison between the College and the general public regarding student body interests; participates as a representative of the College in programs sponsored by community groups;

Maintains membership in appropriate professional organizations by attending meetings, conferences, and workshops sponsored by such groups;

Performs other duties assigned by the President.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques of secondary education, thorough knowledge of the principles and practices of educational administration, ability to develop and implement policies which affect student personnel; ability to work effectively with public officials, professional organizations, student and community groups; excellent communication skills (verbal and written); excellent organizational and managerial skills, excellent interpersonal skills; sound judgement; integrity; resourcefulness; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and an earned Doctorate\* and five years of administrative experience, including three years in college administration; or an acceptable combination of training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.