

Assistant Superintendent / Vice President, Student
Services
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=244642>

Downloaded On: Sep. 13, 2024 6:24pm

Posted Sep. 11, 2024, set to expire Sep. 27, 2024

Job Title	Assistant Superintendent / Vice President, Student Services
Department	President's Office
Institution	Cabrillo College Aptos, California
Date Posted	Sep. 11, 2024
Application Deadline	09/27/2024
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Student Affairs
Apply Online Here	https://apptrkr.com/5611196

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Job Description

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Assistant Superintendent / Vice President, Student Services

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01854

Closing: 9/27/2024 11:59 PM Pacific

Location:



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Aptos, CA

Department: President's Office

Employment Opportunity

Cabrillo College is seeking an **Assistant Superintendent / Vice President, Student Services** who under policy direction from the President, serves on the President's Cabinet and plans, organizes, directs and integrates operations of the Student Services division, responsible for the development and delivery of matriculation activities within the college including the recruitment, admissions, assessment, advisement and retention of students; provides expert professional assistance to the President and other District executives and managers in areas of assigned responsibility; manages assigned functional areas to ensure compliance with District policies and procedures and all state and federal regulations and requirements; and performs related duties as assigned.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

COMPENSATION AND BENEFITS:

Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step schedule ranges from **\$165,429 to \$232,776 per year**. Salary placement is determined by documented education and experience. **A doctoral stipend of \$4,775 per year is provided to eligible employees.** Position scheduled to begin as soon as possible, pending Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0.

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Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a **223-day work schedule**, which equates to an average of 18 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

Cabrillo's Commitment to Diversity:

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual *educational goals*. ***Come join us in our vision to improve the world, one student at a time!***

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, directs, controls, integrates and evaluates the work of the Student Services division; with classified and faculty administrators and divisional staff, develops, implements and monitors work plans for the division to achieve goals and objectives; contributes to the

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development of and monitors performance against annual division and department budgets and budget plans for categorical and grant funding under the division's oversight; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

- Directs and manages the performance of classified and faculty administrators and divisional staff; directs and oversees the selection of direct reports, faculty and other staff; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; accurate reporting of absence time; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Oversees and ensures the timely evaluation of counseling faculty; encourages faculty in their continuing professional development; works to promote and maintain a collegial environment.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Provides support to direct reports and other managers and/or administrators regarding disciplinary actions and grievances; approves related decisions.
- As a member of the President's Cabinet and District Senior Management, plays a leadership role in the development and implementation of District strategic plans, goals and objectives including Guided Pathways; leads and directs division and department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in District and division work processes.
- Through subordinate deans and directors, directs and oversees the equitable delivery of a variety of programs and services to support student on-boarding, retention, transfer, graduation and student extra-curricular or co-curricular activities; ensures timely and accurate attendance reporting; ensures the quality and implementation of operational and student success plans; reviews and ensures timely submission of categorically-funded program analysis, tracking and reporting.
- Through subordinate deans and directors, plans, directs and evaluates a variety of programs and services to support student academic, career and transfer counseling and planning; ensures student access to matriculation support and on-boarding support services; ensures course equivalencies and articulation information is accurate and enables students to meet transfer requirements of colleges and universities.

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- Through subordinate deans and directors, identifies and prioritizes resources and supportive programs for low income and targeted student populations; ensures student needs and regulatory/accreditation requirements are addressed; directs and ensures availability of social services and physical and mental health services; collaborates with the community and local governments to provide programs and services at all District locations as required to meet student and community needs.
- Through subordinate managers, administers the Student Code of Conduct and ensures due process and student discipline; reviews and coordinates District response to informal and formal student grievances.
- Plans, directs and evaluates the actions and provision of services by the District's Triage and Student Behavior and Intervention Care Team; consults with staff regarding crisis counseling for students and others; ensures student complaints are addressed in a timely manner; participates in threat assessments in accordance with established protocols and legal/regulatory standards; completes and submits a variety of reports to meet regulatory requirements.
- Makes presentations to the Board of Trustees, Cabinet and other District groups.
- Chairs or serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- With other Vice Presidents, deans and directors, ensures District compliance with California Code of Regulations Title 5, accreditation standards and Board Policies and Administrative Procedures; collaborates on the implementation and integration of District policies and procedures into college operations and on the resolution of unusual and complex business problems.
- Participates in participatory governance committees, processes and initiatives.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

OTHER DUTIES

- Serves as a strategic advisor to the President and acts for that individual in his/her absence as designated.
- Establishes and maintains ongoing communications with other community colleges, four-year colleges and universities and professional organizations to coordinate policies and procedures on student services and behavioral intervention/threat assessment issues.
- Performs related duties as assigned.

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Minimum Qualifications

EDUCATION AND EXPERIENCE

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:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- Graduation from an accredited college or university with a master's degree in education, counseling or a relevant field of study; **AND**
- At least four (4) years of experience as a manager in a student services function; **OR**
- An equivalent combination of training and experience.

*Equivalency Application Form and Process link

Why would I complete the Equivalency Form when I am already completing an application and have a relevant degree? To determine whether your current education, or *exact* discipline, and/or experience is "equivalent," you must submit an Equivalency Form to initiate a review by the Equivalency Committee at Cabrillo College and so that your application can move forward and be considered by the search committee.

Please note the Equivalency Committee will consider only those applicants who formally request equivalency consideration by submitting the Completed Equivalency Form with their application by the closing date stated in the job announcement. Be sure to attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

Still working on completing your degree? Applicants currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information, please review our [Applicant FAQ's here](#).

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

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- Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management as applicable to student admissions, enrollment, retention and Guided Pathways programs.
- Advanced principles, practices, methods and techniques of program, administrative and organizational analysis, planning and management as applicable to student rights, student intervention and student disciplinary and grievance processes.
- Principles and practices in the delivery of student and academic counseling as well as principles of individual crisis counseling.
- Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
- Principles, practices, methods and concepts used in public agency grants and contract administration.
- Trends, developments and application of student support technologies including student records and financial aid technologies.
- Guided Pathways, Student Success and Support Program and Student Equity regulations and implementation strategies and best practices.
- Federal, state and local laws, rules, codes and regulations applicable to the range of functions for which the Vice President is accountable.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic planning.
- Basic principles and practices of organizational improvement, equity and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Plan and direct activities of the Student Services Division.
- Direct the effective and consistent implementation of regulations, guidelines, policies and procedures applicable to areas of responsibility and to ensure compliance requirements are met.
- Read, interpret, explain and apply pertinent laws, codes, rules, regulations, policies and accounting principles, including District and Board of Trustees policies.
- Define complex and strategic issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations,

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rules and policies.

- Work collaboratively with District executives and managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Analyze, negotiate and administer grants and contracts.
- Analyze and make sound recommendations on complex student issues and ensure the interests of the District and its students are protected.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with external stakeholders.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

APPLICATION PROCESS

Required for submission:

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency



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and any costs are at the applicant's expense - [click here](#) for more information

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee.* Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.



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To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4646677/assistant-superintendent-vice-president-student-services>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

President's Office
Cabrillo College

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