PALO VERDE COMMUNITY COLLEGE DISTRICT

One College Drive
Blythe, CA 92225

Telephone: (760) 921-5500
Fax: (760) 922-0230

CHIEF STUDENT SERVICES OFFICER (CSSO)

THE COLLEGE:

The Palo Verde Community College District is a publicly supported 2-year college covering the remote eastern-most portions of Riverside and San Bernardino Counties in California, extending along the Colorado River from the boundary with Imperial County on the south, along the Arizona border to the Nevada state border on the north. Palo Verde College serves approximately 2,000 students each semester providing higher education to the communities of Blythe and Needles.

NATURE OF THE ASSIGNMENT:

Under the supervision of the Superintendent/President, the Chief Student Services Officer (CSSO) provides leadership, supervision, and direction for the College's student support programs and services at the main campus in Blythe, the Needles Center, and other sites or locations as identified.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

1. Provides leadership, direction and assumes full administrative responsibility for all assigned student support programs and services including but not limited to: Counseling, Matriculation, Assessment, Orientation, Admissions & Records, Financial Aid and Scholarships, Outreach & Recruitment, Student Success Task Force recommendations implementation, Enrollment Management, student rights and responsibilities and student discipline/student complaints, commencement, EOP&S, Disabled Student Services, Student Life, Associated Student Government, CalWorks, Veterans Affairs, etc. and all other activities and components of the student services program.
2. Provides leadership and direct oversight for promoting student success through student services program reviews, student learning outcome assessments, and student services accountability in compliance with Accreditation Standards and applicable Education Code provisions.
3. Manages and participates in the development and implementation of student services strategic goals and objectives related to institutional strategic planning.
4. Provides leadership for student services effectiveness and participates in establishing and achieving institutional goals in accordance with the District's integrated strategic plan; directs the development of short-and long-range plans for student support services in coordination with leadership of other College departments; and supports College accreditation and assists in the attainment and maintenance of accreditation for all programs.
5. Responsible for the development and oversight of the student services budget, ensuring the efficient use of non-instructional dollars.
6. Provides administrative leadership and supervision for Counseling services, Admissions and Records, EOP&S, Financial Aid and Scholarships, Disabled Student services support student success.
7. Works within a framework of collegiality and shared governance, providing leadership in the planning, development, review, study, modification, and enhancement of student support services;

encourages expansion of support services to meet the diverse needs of students; supervises all matters related to student support services.

8. Collaborates with other senior-level administrators in the development and monitoring of the College's enrollment management plans applicable to student support services including course enrollment trends, course scheduling needs, graduation and certificate completion rates, retention support related to student success, providing input to institutional enrollment management efforts, and related reporting requirements including the 320 report and other required state and federal reports applicable to student support services.
9. In conjunction with the Academic Senate and in compliance with the CTA contract and Education Code provisions, provides administrative leadership, adherence, and coordination of the tenure review process and full and part time evaluation process, ensuring integration and alignment with student learning outcomes when applicable.
10. Supervises and coordinates preparation of college publications related to student support programs and services including but not limited to web presence, college admissions and registration, financial aid information, orientation, and other necessary student support publications; maintains the student services section of the catalog, and maintains and updates the Student Handbook and policies and procedures related to student support services.
11. Provides leadership for the implementation of components related to the Student Success Task Force recommendations.
12. To ensure state-of-the-art technological support, collaborates with the Information Technology Office to provide technological support and services as needed by student support staff and students including but not limited to on-line support, web support, student emergency notification mechanisms, MIS and Datatel data needs required for reports and data-driven decision-making; and provide staff training in the use of technologies to enhance student support electronic services.
13. Assures compliance with a variety of applicable laws, rules, regulations and requirements related to community college support services; and ensures adherence to contractual obligations and assist with updates to contractual language as applicable.
14. Oversees the hiring of and provides leadership, administrative direction and supervision to assigned counseling faculty, classified staff, and management; delegates and reviews assignments and projects; establishes clear expectations for effective performance and evaluates work products and results consistent with contract provisions and college policies.
15. Provide leadership in the recruitment, retention and evaluation of full and part-time staff; supervises the professional conduct of staff and promotes a work culture of cooperation, mutual support, and optimal customer service; cooperates with Human Resources in resolving personnel disciplinary matters.
16. Represents the College in local, regional, state and national groups, organizations, K-12 schools, and post-secondary institutions.
17. Attends Board of Trustees' meetings; makes presentations and submits reports and action items related to areas
18. Other duties as assigned or appropriate to the position.

MINIMUM QUALIFICATIONS:

1. A Masters Degree from a regionally accredited institution is required for this position.

2. At least three years of progressively responsible supervisory experience in student support services leadership and a record of achievement in an administrative position at a post-secondary educational institution.
3. At least three years successful full time faculty experience at a post-secondary institution.

4. Demonstrate achievement in building and developing educational programs within a system of shared governance.

5. Demonstrated commitment to the goals and objectives of a comprehensive community college.

6. Demonstrated successful experience providing programs for students with diverse educational and economic backgrounds in a setting in which cultural diversity is valued.

PREFERRED QUALIFICATIONS:

1. An earned doctorate from a regionally accredited institution of higher education.
2. Experience in the California Community College system.
3. Experience in a collective bargaining setting.
4. Experience with non-traditional methods of instruction including distance education.

SALARY:

- This is an administrative position. Salary will be on Row 6 of the College's Administrative pay schedule ($71,425 - $125,551) with placement appropriate to experience.

- The College offers an attractive package of fringe benefits including, district paid medical/hospital, dental and vision care plans, group life insurance, car allowance, and cell allowance.

APPLICATION DEADLINE: 4:00pm on July 8, 2013

Nominations should include the full name and address of the proposed candidate and other pertinent information that may be known by the nominator.

Please complete the application and all supporting documents on
The California Community College Registry at **https://www.cccregistry.org**

Applicants must submit all of the following:

- Applicants must complete the Application as provided at the Community College Registry.
- Cover Letter: In a letter of five pages or less, candidates need to address the **Qualifications, Leadership, Human Relations, and Knowledge** components and how your background/experience in these areas, citing specific examples, enables you to successfully address the requirements for the position.
- A current Resume.
- Copies of college transcripts for no less than the Master's Degree. Official transcripts will be required upon hiring.
- References: The names of eight references, including an e-mail address; and business, home or cell telephone numbers. The references must include two supervisors, two staff members who report to you (including one staff support member), two faculty or equivalent, and two colleagues. Preferably, references are to be from current and recent former institutions.

Questions? Contact Debbie Mitchell, Director of Human Resources; (760) 921-5408 or by email at dmitchell@paloverde.edu

List of required documents to be uploaded into Registry system:

CCCR Application
Cover Letter
Resume
Copies of Transcripts
Demographic information

Supporting documents must be received **no later than 4:00pm on July 8, 2013,** for first pool screening.

Please note that Palo Verde College, Human Resource Department will be closed from June 25th to July 7th. We will attempt to return any emails received during that time. However, phone calls will not be returned until July 8th.

Applications for this position will be accepted until filled; however, you are encouraged to submit your application and supporting documentation by July 8, 2013 for first pool screening.

PALO VERDE COMMUNITY COLLEGE DISTRICT
AA/ADA/EEO

1. To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.

2. The screening procedure:

   a. A committee will screen all applications. Meeting the minimum qualifications for the position does not assure an interview.
   b. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.
   c. The Superintendent/President will then make a recommendation to the Board of Trustees.

3. Hopefully all interviews will be scheduled for the same day and evening.

4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.

5. **Up to $500 will be paid to applicants who travel to Blythe to be interviewed upon submittal of receipts.**

6. A second interview may be required for selected candidates.

7. Candidates will be notified by letter of their status as the committee progresses through the hiring procedure.

8. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent's recommendation for employment.

9. The College reserves the right to contact the current or most recent employer of any candidate and to investigate past records.

10. The College reserves the right to re-advertise the position or to delay indefinitely filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

11. The College does not return to the candidate materials submitted in application for a position.

12. An optional form, "Affirmative Action Survey," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.

13. The Immigration and Naturalization Act requires the College to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.

14. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form.

15. The provisions of this bulletin do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

The District reserves the right to seek out and review any and all available information posted by the applicant or posted by others about the applicant on social networks such as Facebook, MySpace, LinkedIn, etc., as well as on an applicant's personal and business websites, if any, and on the websites of professional organizations and associations, state and federal agencies, etc.

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.