

**PARIS JUNIOR COLLEGE DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b> Vice President	<b>SALARY LEVEL:</b>
<b>DEPT:</b> Student Services	<b>JOB CODE:</b>
<b>CLASS:</b> Executive Administration	<b>FLSA CODE:</b> Exempt
	<b>RETIREMENT ELIGIBILITY:</b> ORP/TRS

**PURPOSE:** The Vice President of Student Services is responsible for planning, organizing, and coordinating all programs related to student services. The Vice President of Student Services assists the President in general administration and implementation of the policies of Paris Junior College. The Vice President of Student Services represents Paris Junior College in a variety of official capacities in the community.

**REPORTS TO:** President

**SUPERVISES:** Director of Admissions  
Director of Counseling and Advising  
Director of Educational Talent Search  
Director of Educational Opportunity Center  
Director of Financial Aid  
Director of Student Life  
Director of Upward Bound  
Chief of Security  
Registrar  
Coordinator of Testing Center  
Executive Secretary I, Student Development

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**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

1. Extensive knowledge of student services and student development.
2. Extensive knowledge of the principles and practices of budgeting.
3. High ethical values.
4. Ability to communicate effectively, both orally and in writing.
5. Basic computer skills.

## **Education, Experience, and Licensure**

1. Master's degree in related field; doctorate preferred.
2. Demonstrated leadership experience in higher education.
3. Minimum five years administrative experience at the college level.
4. Minimum five years experience in student services.

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## **MAJOR JOB RESPONSIBILITIES**

### **Essential Job Functions**

1. Coordinates and provides leadership for student services including student recruitment, financial aid, student development, testing center, admissions, student organizations, student discipline, housing, student activities, veterans' services, career guidance, and the TRIO programs.
2. Serves as primary student advocate at the executive level.
3. Supervises the preparation of the student services budget, while providing an opportunity for student services personnel to make needed budget requests. With the appropriate director and coordinator, monitors and discusses the budget report provided by the business officer.
4. Makes recommendations for improvements of the physical plant for the improvement and facilitation of student services.
5. Coordinates and supervises the student services evaluation process with directors and coordinators.
6. Assists in recruitment, employment, and orientation of student services staff.
7. Holds staff meetings to disseminate information on activities, programs, services, and budget needs and requests for all student service-related areas and issues.
8. Responsible for implementation of college-wide recruitment and retention efforts.
9. Responsible for representing the interests, needs, and concerns of student services staff members.

10. Provides upward and downward communications between the Board of Regents, the office of the President, and the student services staff.
11. Supervises and coordinates all activities of the registration process.
12. Plans, organizes, and administers a program of student services designed to complement the instructional program.
13. Serves as a member of the President's Council and advises the President on policy development and other issues pertaining to the College and its constituencies.
14. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
15. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel.
16. Using appropriate vocabulary free from excessive profanity and slang.
17. Display use of good judgment, tact, and discrimination.
18. Treat records, information, materials, and office concerns in a confidential manner.
19. Demonstrate a knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
20. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

### **Marginal Job Functions**

#### **SPECIFIC EQUIPMENT AND MATERIALS USED**

#### **ESSENTIAL PHYSICAL TASKS**

1. This position is security-sensitive.

#### **ENVIRONMENTAL DEMANDS**