

VICE PRESIDENT OF STUDENT AND INFORMATION SERVICES

The Vice President of Student and Information Services is responsible to the President of the College for:

1. Planning, supervising, and evaluating the work of the Student Services area including Admissions and Guidance Services, Data Processing, Financial Aid, Information Systems, Learning Resources, and the Office of the Registrar.
2. Organization, supervision, and coordination of the admissions programs which serve both the College and the community.
3. Effective delivery of counseling and guidance services for the College.
4. Organized and efficient registration procedures for the College.
5. Providing strategic direction for effective deployment, maintenance, and use of information systems to forward the overall mission of the College.
6. Coordination of information systems and data processing strategic planning and resource allocation.
7. Assuring effective Learning Resources operations and materials selection in the interest of student and staff success.
8. Planning, organizing, and evaluation of the College financial aid programs including assurances of regulatory compliance for all federal, state, and local funding sources.
9. Coordination of statewide efforts related to technology-mediated courses or distance learning.
10. Preparation of statistical studies and an annual report.
11. Adjudication of charges of student academic dishonesty or inappropriate conduct.
12. Planning, coordinating, and evaluation of student activities.
13. Implementation of institutional policy for academic probation and dismissal.
14. Evaluation of accommodations for students with disabilities.
15. Planning and preparation of the Student Services budget following consultation within the area and the President and Vice Presidents.
16. Articulating the role and function of Student Services to the community.
17. Assisting the President in selection of Student Services staff.
18. Such other duties as may be assigned by the President.