



JOB DESCRIPTION

POSITION TITLE:	Vice President for Administrative and Student Services
DEPARTMENT:	Administrative and Student Services
FLSA:	Exempt
REPORT TO:	President
POSITION SUMMARY:	Serves as Chief Financial Officer for the college and is responsible for the operations of the Business Affairs Office, Auxiliary Services, and Facilities. Provide administrative oversight for Student Services and Student Financial Services.

ESSENTIAL JOB FUNCTIONS:

1. To serve as Chief Financial Officer
2. To provide leadership in the development and implementation of Administrative Services.
3. To provide administrative oversight for Auxiliary Services and Facilities.
4. To provide administrative oversight for Student Services and Student Financial Services.
5. To prepare and regulate operational budgets for administrative units.
6. To assist and advise the president of the college in matters related to administrative services.
7. To supervise and assist in coordinating the annual audit activities.
8. To plan, organize, administer, and provide leadership for a comprehensive system for issuing employee contracts and maintaining current personnel files.
9. To coordinate the monitoring of employee leave.
10. To prepare and submit reports required by the president and other state, regional, and federal regulatory agencies.
11. To monitor and evaluate federal grant expenditures and adherence to project goals and objectives.
12. To maintain appropriate records and files related to Administrative and Student Services.
13. To participate in the college-wide planning process and institutional effectiveness of the college.
14. To assist with accreditation and certification processes.
15. To assist in the development, publication and enforcement of policies established by the
To approve expenditures and monitors monthly budgets.
16. To supervise and evaluate the Dean of Students and Dean of Student Life.

17. To participate in pertinent local, state, regional and national organizations.
18. To represent the college at community functions.
19. To serve as member of committees as assigned.
20. To support and implement the mission of the college.
21. To perform other job related duties as assigned by the President.