**Salary and Compensation**
Salary: $116,020 – $146,140 based on education and experience. A doctoral stipend of $1,945 is available. In addition, the District offers an attractive fringe benefit package including health, dental, and vision coverage for the employee and dependents, and life insurance as well as disability coverage for employees. Employees are also members of the California State Teacher's Retirement System (CalSTRS).

Additional information on the Fresno City College and the District may be obtained at the State Center Community College District website at http://www.scccd.edu.

**Distinguishing Characteristics**
The ideal candidate will have a breadth of experience, demonstrated record of innovative practices and a creative and resourceful approach to resource development. The Vice President, Student Services acts as a representative of the College with other educational institutions and the community.

This is an academic management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion and termination.

**Application Process**
Individuals interested in this position need to submit a brief (five pages or less) letter of application stating how he/she would address the elements of the Vice President, Student Services profile. Applicants will also need to submit a current resume and the names, business and home telephone numbers of eight references, including two supervisors, two subordinates, two business associates and two community members.

Note: References will not be contacted without the applicant’s permission.

The Search Advisory Committee will begin reviewing resumes in early June 2009 and will continue until the position is filled. To ensure full consideration, submissions are encouraged prior to that time. The successful candidate should be available for employment as soon as possible with a desired August 3, 2009 start date.

Application Materials should be submitted to:
Ms. Sandi Edwards, HR Assistant  
State Center Community College District  
1525 E. Weldon Avenue, Fresno, CA 93704-6398  
Telephone: (559) 244-5976; Fax: (559) 229-7039  
sandi.edwards@scccd.edu

For Confidential Inquiries About The Position And Nominations Contact:  
Mr. Randy Rowe, Associate Vice Chancellor of Human Resources  
State Center Community College District  
Telephone: (559) 244-5972; Fax: (559) 229-7039  
randy.rowe@scccd.edu

**SPECIFY POSITION NUMBER 2759**  
State Center Community College District is an Equal Opportunity Employer
MISSION STATEMENT
Fresno City College is a comprehensive community college offering innovative instructional programs in anticipation of and responsive to the lifelong learning needs of our diverse population. Fresno City College provides a wide variety of supportive services to assist our students in achieving their educational goals. Moreover, we are dedicated to working collaboratively with our community to enhance the economic and social development of the region.

THE DISTRICT
State Center Community College District was formed in 1964 when it assumed control of Fresno City College and Reedley College. The District serves approximately one million people and 17 unified and high school districts in more than 5,500 square miles of urban and rural territory which includes most of Fresno and Madera Counties, and portions of Kings and Tulare Counties. The District is governed by a seven-member Board of Trustees, who are elected at-large and represent six trustee areas. Total district enrollment for the Fall Semester 2008 was approximately 36,600 students (estimated annual FTE was over 27,600). The operating budget for the district in 2007/2008 was over $165 million.

ESSENTIAL FUNCTIONS OF THE POSITION
The Vice President for Student Services directs all operational activities related to Student Services throughout the college. The VP for Student Services provides strategic direction and leadership to all student services in supporting the mission of the college.

In addition, the Vice President of Student Services coordinates communication and activities with other college administrators; works closely with the Vice President of Instruction to develop mutually supportive and integrated student-centered models of instruction; provides for the administration of student discipline and student due process; provides the leadership for the preparation, monitoring and accounting for all budgetary matters in areas of responsibility including student body finances; implements college and district decisions, policies, and action pertaining to student services; plans, directs, and supervises the college’s annual commencement ceremony, annual open house, scholarship awards, and other college-wide events as assigned; recommends all personnel transactions for staff in areas of responsibility including evaluations; directs, supervises and evaluates assigned academic and classified staff; represents the college and provides leadership for student services on college-wide committees, district-wide committees, state level activities, regional associations and community agencies or groups; and develops effective working relationships; participates in and supports the accreditation process; supervises and coordinates the fulfillment of Student Services goals within the College Strategic Plan; and coordinates and monitors program reviews for Student Services. The Vice President is also the Sexual Harassment Officer and the Americans with Disabilities Act (ADA) Compliance Officer.

Areas and Responsibilities Include
- Financial Aid
- Upward Bound, Educational Talent Search & Student Support Services (TRiO)
- Health & Psychological Services
- Orientation
- Student Discipline
- Student Government & Activities
- Other student services related activities

MINIMUM QUALIFICATIONS
Possession of a Master’s degree from an accredited college or university and demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESERABLE PERSONAL & PROFESSIONAL CHARACTERISTICS
An earned Doctorate is preferred. Progressively responsible full-time experience in teaching, counseling or administration at the community college level; demonstrated effectiveness in program planning, staffing organization, budget, and evaluation; demonstrated ability to select, supervise, evaluate and discipline staff; demonstrated effectiveness and efficiency in both oral and written communication; knowledge of State and Federal laws relating to the development of student personnel programs at the community college level; knowledge of the purposes of public community colleges and student personnel programs designed to achieve these purposes; demonstrated skills in the compilation of data and in the writing of reports; demonstrated ability to comprehend and utilize current computer technology; ability to write and monitor grants; ability to foster a collegial, collaborative working environment; ability to communicate effectively both orally and in writing; and, ability to motivate and work harmoniously with a student body of diverse and multi-cultural backgrounds.

FRESNO CITY COLLEGE
One of the most beautiful of California’s community colleges, Fresno City College is nestled in the lush San Joaquin Valley in the city of Fresno. As the first community college established in California, the campus first opened its doors in 1910. This strong academic tradition continues with 22,900 students each semester. The College has a strong faculty, staff and administration who are committed to the highest academic quality.

The College offers more than 100 major courses of study, including associate degrees in arts or science and transfer majors for students planning to attend four-year colleges or universities. The College also offers certificates of achievement in over 60 vocational programs.

Fresno City College is an outstanding campus with permanent facilities for programs and staff, including some of the finest theater, music and athletic facilities in the nation. Just recently the College has completed the modernization of the Applied Technology facilities and the Student Services building and has begun the renovation of the historical Old Administration Building.

As one of two full-service community colleges in the State Center Community College District, Fresno City College provides high quality educational opportunities to a population of more than one million area residents. FCC graduates have contributed significantly to the educational, cultural and business life of the San Joaquin Valley. Fresno City College has built upon its rich history and gone on to pioneer many new developments in community college education.