

## **PERALTA COMMUNITY COLLEGE DISTRICT**

### **ACADEMIC MANAGEMENT JOB DESCRIPTION**

#### **EXECUTIVE VICE PRESIDENT STUDENT LEARNING & SUCCESS**

**(Management Salary Range 4)**

**Job Code: 1120**

#### **CLASS PURPOSE**

Under the general administrative direction of a college president serves as the chief academic and student services officer of the college with responsibility for the oversight, development, integration, and continuous improvement of all instructional programs, student services, and initiatives that support student access, equity, retention, completion, and workforce alignment.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

- Provide vision, leadership, and operational oversight for all credit and non-credit instructional programs, curriculum development, scheduling, and academic quality assurance.
- Lead academic planning to align programs with labor market needs, guided pathways, transfer goals, and completion targets.
- Oversee Faculty hiring, evaluation, and professional development in collaboration with Academic Senate and collective bargaining representatives.
- Direct student services functions including counseling, admissions, financial aid, outreach, disability services, and student success programs.
- Develop and implement student success strategies that improve equity gaps, retention, persistence, and degree completion.
- Coordinate integrated planning, program review, and resource allocation across instruction and student services.
- Lead accreditation preparation, Title 5 compliance, and reporting to internal and external agencies.
- Use institutional research and data to monitor student progress, inform planning, and recommend adjustments.
- Develop and administer the student services budget and assist the President in the development of the total College budget and coordinates and supervises aspects of the instructional budget, including preparing recommendations to meet educational needs of all segments of the College.
- Supervise and evaluate deans, directors, and other assigned managers and staff.
- Represent the College and District at community, regional, and state meetings; build partnerships and advocate for resources.
- Performs other duties as assigned by the college president.

#### **MINIMUM QUALIFICATIONS**

1. Master's degree from an accredited institution; earned doctorate preferred.
2. Five (5) years of increasingly responsible administrative experience in higher education, including supervision of instructional and/or student services programs.
3. Experience with curriculum development, accreditation, and student success initiatives.

4. Demonstrated fiscal management skills and experience in resource allocation and strategic planning.
5. Demonstrated commitment to diversity, equity, inclusion, and anti-racism in institutional practices and evidence of sensitivity to and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community. (E.C. 87360(a)).

## **DESIREABLE QUALIFICATIONS**

- Knowledge of the California Community College system, including governance, funding, regulatory frameworks, and shared-governance environments.
- Ability to lead and manage large-scale institutional change, including integrated academic and student-support transformation initiatives that advance equity, retention, and completion.
- Proven skill in overseeing data-informed planning, institutional research, and outcome assessment processes to drive continuous improvement.
- Demonstrated success in establishing and sustaining partnerships with external agencies, K–12 schools, four-year institutions, workforce partners, and community organizations; plus grant acquisition or alternative resource development.
- Ability to build consensus across diverse stakeholder groups—faculty, staff, students, trustees and community partners—and make collegial, transparent decisions in a complex organization.
- Ability to lead, motivate, develop and evaluate teams of managers, faculty and classified staff; to manage budgets and allocate resources strategically; and to thrive in a high-complexity, fast-moving higher education environment.
- Commitment to innovation, continuous quality improvement, and fostering an organizational culture that values equity, inclusivity, and excellence.

## **ENVIRONMENTAL DEMANDS**

Incumbents typically work in an office environment around and with other people and must be able to work evenings and weekends as required. Travel between District sites and external meetings is required.

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and individually by telephone and written communication to students, faculty, staff, and others.