

Position Title: Associate Vice President

Employee Name	Yvonne B. Goodman	Employee No.	76105
Division	Student Development Services	Department	Student Development Services
Classification Level	20	Revised	January 15, 2003
Position of Supervisor	Vice President for Academic Affairs/Student Development Services		
Statement of Primary Purpose	To serve as an administrative student services officer of the college; responsible for a broad array of services that support the academic, social, and developmental lives of students.		
Essential Functions	<p>A. Provide a leadership role and direction for planning, budgeting, personnel management, research and administration concerns in the areas of student recruitment; registration and records; student development and enrichment including orientation, career services, and counseling/testing services; student life including student activities, intramural sports, student government, student union, student rights, responsibilities and judicial procedures; minority students; special population student services; financial aid, WIA, and veterans affairs.</p> <p>B. Participate in institutional planning, involving executive staff to provide innovative leadership, promote innovative teaching and learning, create educational and economic partnerships between business and education and to plan proper resource allocations.</p> <p>C. Assist in planning college marketing strategies in conjunction with other departments such as institutional research and public relations to maintain enrollment stability.</p> <p>D. Serve on various institutional, community relations, and professional committees to remain aware of institutional and national development trends and innovations.</p>		
Additional Responsibilities	A. Perform other related duties incidental to the work described herein.		

Qualifications	<p>A. Masters in Guidance/Counseling or closely related.</p> <p>B. Five or more years of experience in Student Services preferably in a community college.</p> <p>C. Be able to travel occasionally.</p>
Licensing Requirement	N/A
Physical Demands	N/A
Working Conditions	N/A
Hazard Assessment	N/A
Personal Protective Equipment	N/A
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:					
	No	Yes	Eliminate	Guard	Personal Protective Equipment
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				
5. Caustic Liquids	X				
6. Chemical Gases or Vapors	X				

7. Light Radiation	X				
8. Other					

Head - Is there a danger from:

1. Falling or Flying objects	X				
2. Work being performed overhead	X				
3. Elevated Conveyors	X				
4. Forklift Hazards	X				
5. Exposed Electrical Conductors	X				
6. Loud Noise Levels	X				
7. Other					

Foot - Is there a danger from:

1. Falling or Rolling Objects	X				
2. Objects Piercing the Sole	X				
3. Electrical Hazards	X				
4. Wet or Slippery Surfaces	X				
5. Chemical exposure	X				
6. Environmental	X				
7. Other					

Hand - Is there danger from:

1. Cuts or Lacerations	X				
2. Abrasions	X				
3. Punctures	X				
4. Chemical burns	X				
5. Thermal burns	X				
6. Harmful Temperature Extremes	X				
7. Other					

Miscellaneous - Is there a danger from:

1. Lifting	X				
2. Bloodborne Pathogens	X				

Respiratory - Has the workplace area been evaluated for:

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1. Harmful Dusts	X				
2. Fogs	X				
3. Fumes	X				
4. Mists	X				
5. Smokes	X				
6. Sprays	X				
7. Vapors	X				
8. Other					

Torso - Are employees bodies protected from:

1. Hot metals and liquids	X				
2. Cuts	X				
3. Acids	X				
4. Radiation	X				

Comments:

Supervisor Certification

In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.

Signature of Supervisor:

Date: