



Job Description

Job Title:	Associate Vice President Student Success Services	Grade:	P
Department:	Enrollment and Student Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans, manages, directs, and oversees the operational and budgetary activities relating to the Student Success Services, including student retention, counseling and advising services, and the Academic Learning Center. Coordinates assigned activities with other divisions, departments, and outside agencies and provides highly responsible and complex administrative support to the Vice President for Enrollment and Student Services.

Characteristic Duties and Responsibilities:

1. Plans, directs, oversees, and participates in the development of divisional work plans to include Student Retention, Counseling and Advising Services, High Risk Students, Title III Grant and the Academic Learning Center. Assigns work activities to Directors and Associate Deans.
2. Plans, implements and administers goals and objectives; develops policies and procedures related to student success services.
3. Provides planning and operations support to executive management of the college through active participation and leadership on task forces, committees and councils.
4. Develops and presents reports and recommendations for a variety of programs and projects and integrates the functions of the division in a manner that is responsive to student needs, the campus and the community.
5. Implements an effective system for assessment of operations and goals to include processes for feedback and improvement.
6. Works collaboratively with instructional faculty and academic support programs to facilitate services and enhance student success and retention.
7. Provides oversight and direction for the ESS Student Assessment Plan; supervises the collection of data on student services operations and provides analysis for outcomes measures.
8. Provides effective management of the college fiscal resources including fiscal responsibility for assigned budgets and overall supervisory authority for the budget process in the division.
9. Represents the College at community and outside organization functions.
10. Acts on behalf of the Vice Present for enrollment and Student Services in his/her absence.
11. Performs other duties as assigned by the Vice President of Enrollment and Student Services.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

October 2006



Job Description

Job Title:	Associate Vice President Student Success Services	Grade:	P
Department:	Enrollment and Student Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Reporting Relationships:

Direction Received:	Reports to the Vice President for Enrollment and Student Services
Direction Given:	Direct and total responsibility for the operation of a division or large program. Administrative support, managers, and other professional personnel, report to this position for operational coordination.

Minimum Requirements:

Master's degree in Student Services, Counseling, Behavioral or Social Sciences or a closely related field; 7 to 10 years of related experience of which 5 or more years in higher education; progressive experience in terms of responsibilities

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of student services operations, principles and functions
In-depth knowledge of counseling and advisement procedures/policies/mandates
Ability to respond to common inquiries or complaints from internal or external customers, regulatory agencies, or members of the business community
Ability to write and speak effectively; ability to make presentations
Ability to define problems, collect data, establish facts, and draw valid conclusions
Knowledge and understanding of community college operations
Demonstrate ability to work in a team
Supervisory and leadership skills
Proficiency with office software and equipment

Working Conditions:

Typical office environment; frequently traveling between buildings on campus and to other campuses; infrequently traveling out of town to attend meetings and conferences; frequently sitting at a desk or workstation using a computer display, keyboard, mouse and telephone; infrequently lifting and carrying items up to 10 pounds, reaching overhead, pushing or pulling; frequently making presentations to groups

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

October 2006