



Job Description

Job Title:	Associate Vice President for Student Success Services	Job Code:	
Department:	Enrollment and Student Services	Grade:	P
Date:	May 2006	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:

Performs a variety of complex administrative tasks related to planning and coordinating the activities of Student Success Services including all official documents. Coordinating assigned activities with other divisions and departments and outside organizations. Provide highly complex staff assistance to the Vice President of Administrative Services.

Characteristic Duties and Responsibilities:

1. Plans, directs and participates in activities related to student success services. Works closely with all college constituencies in efforts to enhance student success.
2. Plans, implements and administers goals and objectives and develops policies and procedures related to student success services.
3. Provides general oversight and supervision for Counseling Services, Advisement Services, Transfer Resource Center, Academic Learning Center, Disabilities and Career Services, Student Support Services, Advisor Training and Development for the College, and the Integrated Counseling and Advisement Process.
4. Provides planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.
5. 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.
6. Provides oversight and direction for the ESS Student Assessment Plan.
7. Implements an effective system for assessment of operations and goals to include processes for feedback and improvement.
8. Works collaboratively with instructional faculty and academic support programs to facilitate services and enhance student success and retention.
9. Supervises the collection of data on student services operations and provides analysis for outcomes measures.
10. 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.
11. Acts on behalf of the Vice President of Enrollment and Student Services as requested in the absence of the Vice President.

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.



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12. Assists the Vice President of Enrollment and Student Services with special projects as needed.

Reporting Relationships:

Direction Received: Reports to Vice President of Enrollment and Student Services

Direction Given: Provides direction and supervision to assigned staff in a major department or function with activities typically coordinated through administrative personnel above the level of first-line supervisors

Minimum Requirements:

Master's degree in Student Services, Counseling, Behavioral or Social Science or a closely related field, seven or more years of experience involving the delivery of student services; progressive experience in terms of responsibilities in enrollment and student services.

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 read, analyze, and interpret common scientific and technical journals

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, especially CPCO

Demonstrate ability to work in a team

Supervisor/ leadership skills

Proficiency with office software and equipment

Working Conditions:

Typical office environment; travel between buildings on campus and to other campuses; travel out-of-town to attend meetings and conferences; regularly required to talk or hear; frequently required to sit and occasionally required to stand and walk; occasionally lift and/or move up to 10 pounds

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