



## JOB DESCRIPTION

JOB TITLE: Associate Vice President for Student Services	FLSA: Exempt
Department Student Services	Date: 2/27/2019
Security Sensitive: Yes	Grade: D-71
Reports To: Vice President for Administration and Student Services	

### Job Summary

The Associate Vice President for Student Services, under the direction of the Vice President for Administration and Student Services, oversees all Student Affairs functions including non-instructional support programs. The Associate Vice President for Student Services, working with the Vice President for Administration and Student Services, sets the vision and mission for Student Services, while providing direction, management, and supervision for student services programs, student services personnel, student financial aid, testing and assessment, recruiting and retention, enrollment management, responds to student needs, and fosters institutional development. This position also serves as the primary Student Discipline Officer for the College.

### Essential Functions

- x Provides leadership for ensuring the College provides a comprehensive array of student services, student development programs focused on student success, and enrollment management programs, including, but not limited to, admissions, financial aid, college advising, tutoring, career planning and placement, federal aid programs, recruiting and retention, registration and records, student discipline, student activities, intramural programs, testing and assessment, student advocacy, services for students with special needs, cultural activities, grants management, and other student support services and programs;
- x Under the direction of the Vice President for Administration and Student Services, plans, designs, develops and delivers diverse student programs and services that implement the goals of the College;
- x Under the direction of the Vice President for Administration and Student Services, provides leadership for evaluating and ensuring quality in all aspects of the College's student services, student development and enrollment management programs and staff;
- x Under the direction of the Vice President for Administration and Student Services, recommends, develops and implements student services policies, procedures and practices which foster and promote student learning and student success, and which support the educational programs of the College;
- x Recommends organizational structures, personnel and resources to ensure a student/learner-centered environment at all levels; represents the College to various external entities and with outside agencies in matters relating to the College's student services;

- x Works under the direction of the Vice President for Administration and Student Services to develop, foster and promote new opportunities for partnerships with public and private sector entities;
- x Develops and recommends to the Vice President for Administration and Student Services multi-year tactical and annual operational goals designed to implement the strategic goals of the College President and Board; assumes responsibility for other College affairs and matters at the discretion and in the absence of the Vice President for Administration and Student Services
- x Provides leadership and guidance in the recruitment and retention of students; actively recruits for the College and works to promote retention and student success;
- x Assumes leadership and responsibility for establishing an environment which promotes respect for students, faculty, and staff and recognizes initiative and excellence;
- x Prepares appropriate reports; analyzes and evaluates enrollment and retention data and makes recommendations to the Vice President for Administration and Student Services;
- x Projects student enrollment and retention data to be used in strategic decision making;
- x Oversees and directs college activities related to student discipline / judicial proceedings, including, but not limited to, writing appropriate policies and procedures and conducting investigations and hearings on student judicial matters;
- x Working under the direction of the Vice President for Administration and Student Services, provides leadership

---

- x Demonstrated understanding of, and commitment to: the community college mission and purpose; teaching and learning; high academic standards; and, student success;
- x Knowledge and understanding of student development theory and programs; knowledge of student due process policies / procedures; knowledge and understanding of current issues and trends in student affairs and student development;
- x Knowledge and understanding of evaluation techniques and methods; skill in supervisory practices and techniques;
- x Strong computer skills; skills in technological support and delivery of student programs and services; knowledge and skill in the use of integrated software systems; and proficiency in the use of Microsoft Windows application software;
- x Knowledge of mediation and/or conflict resolution topics and methods; skill in mediating disputes between students, staff and students, staff and students/ parents and community representatives;
- x Skill in establishing and maintaining collaborative working relationships with all segments of the College; ability to develop collaboration among diverse groups; ability to think 'outside of the box' and to lead and manage change;
- x Ability to communicate effectively; skilled in presenting ideas and concepts orally and in writing;
- x Ability to work effectively with ethnic, cultural, and socially diverse student populations.

#### Preferred Education, Skills and Abilities

- x Doctoral degree in higher education/educational administration/higher education leadership, counseling/student services, a teaching discipline aligned with college's instructional program, or a closely related field with a minimum of seven years increasingly responsible management and supervisory experience in one or more areas of student services;
- x Demonstrated understanding of and experience with the assessment of student learning outcomes;
- x Experience with strategic planning and implementation, resource development and allocation, personnel and faculty development, management, and initiation of change;
- x Knowledge and experience with SACS accreditation requirements and processes; knowledge and experience with Texas Higher Education Coordinating Board rules and guidelines;
- x Strong computer skills with experience in Ellucian Colleague software packages.

#### Work Environment

- x Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards; however, there are sometimes stressful conditions;
- x The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- x Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

#### Special Requirements

- x Ability to meet a flexible work schedule, including nights and weekends.
- x Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date