

## College of the Redwoods

## Position Description

Position: Associate Vice President Student Success	Position Number:
Department: Instruction	FLSA: Exempt
Reports to Vice President of Instruction	Salary Grade: 134

### Summary

Reporting to the Vice President of Instruction, the Associate Vice President of Student Success provides leadership for Enrollment Services, Counseling, Learning Resource Center/EOPS, DSPS, TRiO, Behavioral Intervention Team, Dual Enrollment, Guided Pathways, Articulation, Career Center and Outreach/Orientation. The Associate Vice President also serves to the Title IX officer.

Working collaboratively with college constituents, the Associate Vice President is responsible for fostering a culture of student success by actively developing, implementing, assessing, and maintaining initiatives and core services that enrich student learning and advance the college's mission, vision, and goals. The Vice President serves as an advocate for student success and has a demonstrated commitment to diversity, equity and inclusion.

### Essential Duties and Responsibilities

#### **SPECIFIC RESPONSIBILITIES**

The Associate Vice President, in accordance with the provisions of the Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the District, performs the following functions:

#### **DEVELOPMENT AND DELIVERY OF STUDENT DEVELOPMENT AND PROGRAMS**

Overall responsibility for the planning, staffing, supervision, assessment, and delivery of all enrollment and student success related programs provided in the district. Provides leadership in these program areas for efficiency and effectiveness in serving the needs of a culturally and socio-economically diverse community. Collaborates with the Vice President of Instruction and other institutional leaders in college-wide initiatives.

#### **PERSONNEL**

Directs, supervises and evaluates assigned academic, management and classified staff and responsible for the immediate supervision and performance evaluation of all reporting administrators. Recommends all personnel transactions in areas of responsibility; ensures the hiring of highly qualified and diverse staff, faculty, and administrators. Responsible for developing an effective and cohesive leadership team with a common commitment to and focus on student access and success.

**STUDENTS**

Develops programs that support inclusivity and success for the college's diverse student population. Responsible for reviewing, recommending and implementing district policies and administrative regulations pertaining to student success. Participates in district-wide Title IX initiatives and leads the College's Title IX case management committee.

**BUDGET/FUNDING**

Responsible for the overall preparation, monitoring and accounting for all budgetary matters in areas of responsibility including general fund, categorical, auxiliary and grant funding. Seeks maximum state funding and alternative revenue streams for assigned programs and services.

**PLANNING**

Responsible for overseeing and enhancing the assessment framework for all student success areas, including annual student learning outcomes and service area outcomes assessment and triennial program reviews to ensure results-oriented program planning and budgeting. Supervises and coordinates the attainment of Student Success goals within the District's Educational Master Plan and Annual Plan.

**COMMUNITY ENGAGEMENT**

The Associate Vice President will establish and maintain partnerships with external entities, including K-12 school districts, four-year universities, and community-based organizations to achieve student access and success.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for advising, chairing or participating in college and district committees and task forces related to duties. Participates in and supports the accreditation process. Performs related duties as assigned.

**Qualifications****Knowledge and Skills**

- Philosophy, mission, and goals of the community college district
- Student support services and programs, including student recruitment and outreach
- Applicable federal and state regulations pertaining to instruction and each area of student service
- Knowledge of instructional programs
- Student learning outcomes
- Possession of a minimum qualifications to serve as a faculty member in the California Community Colleges.

**Abilities**

- Experience working with a diverse campus community and possess a commitment to equity and inclusion.
- Be a visible champion for student engagement and advocacy.
- Experience and commitment to collaborate with various college stakeholders to build effective collaborative relationships.

- A strong personal orientation toward collaboration, teamwork, transparency, accessibility, accountability and delegation.
- Ability to engage in enrollment management initiatives that promote student recruitment and retention.
- Excellent communication skills including the ability to effectively communicate, both verbally and in writing; possess the ability to listen to all points of view, build consensus, and inform others of policies and decisions.
- Demonstrated commitment to the principles of shared governance and transparency.
- Demonstrated ability to analyze and apply laws, rules and regulations concerning Title IX of the Education Amendments of 1972, as well as other state laws and district policies relating to sexual harassment, sexual misconduct, gender and interpersonal violence, and sexual assault.
- Communicate articulately both in public and in private, as evidenced by the ability to listen as well as to speak and write effectively
- Provide leadership and direction in instructional innovation and technology
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving.

#### **Physical Abilities**

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate office equipment

#### **Education and Experience**

Possession of a master's degree (doctoral degree preferred); and experience in higher education, accreditation, and budget oversight.

#### **Licenses and Certificates**

Valid CA Drivers license.