

Associate Vice President for Student Affairs and Athletics

Description

Under the general supervision of the Executive Vice President, this person is charged with promoting and delivering programs and services that enhance student and staff success, achievement, and retention. This AVP will be responsible for the design, delivery, and continuous process improvement of all student services, student activities and athletics. Oversee traditional and targeted outreach programs. Establish and maintain collaboratives with other educational partners and delivery organizations. Support department chairpersons, the Dean of PE and Athletics, the Directors of Counseling, Enrollment Management, Financial Aid EOPS, and DSPS, as well as project directors of various grants.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Oversee the design, delivery, and continuous process improvement (at all HC sites and centers) of all student services.
- Oversee the design, delivery, and continuous process improvement of athletics and athletic eligibility.
- Oversee the enforcement of the COA Commission on Athletics and the CCCAA California Community College Athletic Association and the intercollegiate athletics program.
- Knowledge of the rules of the COA & CCCAA and presence at the Coast Conference athletics meetings.
- Athletic Counseling and certification of athletics eligibility.
- Ensure that all critical student support services are offered whenever and wherever courses are in session.
- Direct traditional and targeted outreach programs to attract new students and enrollees to Hartnell course and educational programs and chair the outreach committee.
- Increase outreach to additional stakeholder groups of adult learners, migrant education, adult ESL, adult ROP, continuation school, re-entry women and men, and other prospective learners.
- Establish, maintain, and participate in collaboratives with other educational partners and delivery organizations in the service area (e.g., MCOE, school to career programs, Mission Trails ROP, Workforce Investment Board, Migrant Ed) in order to create direct pipelines to Hartnell College for the completers of these programs.
- Coordinate all aspects of district wide student recruitment and related student diversity/equity planning.
- Support department chairpersons, the Dean of PE and Athletics and the Directors of Counseling, Enrollment Management, Financial Aid, EOPS, and DSPS, as well as project directors of various grants.
- Keep abreast of emerging services, methodologies, and technologies relevant to student services.
- Utilize management methods that foster a high level of staff morale to achieve consensus while demonstrating an understanding of and sensitivity to the diverse academic, socio-

economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students.

- Understanding of and commitment to the role of the community college.
- Demonstrated commitment to a “one-stop” Student Services atmosphere.
- Exercise group leadership skill to emphasize collaboration, consensus building, conflict resolution, and problem solving
- Participate in the planning and implementation of college and division budgets.
- Plan and implement systematic evaluations of all personnel, programs and projects within this division.
- Plan, organize and direct studies to determine the effectiveness of student assessment, development and support programs.
- Actively participate in college and division strategic planning processes and assessment of outcomes.

Participate in various District and community committees as required.

Establish and maintain effective and positive relationships with faculty and staff.

Work collaboratively with Hartnell College departments.

Operate a computer, assigned software and other office equipment.

Perform other duties as assigned.

REQUIRED QUALIFICATIONS *

- A master’s degree in student services or public administration, or a closely related field.
- 3 years experience in student services administration.
- A broad knowledge of student service functions including student enrollment and retention techniques and practices.
- Must be sensitive to, and understanding of, the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and the community at large.
- Effective managerial skills pertaining to personnel, budgets, and projects
- Demonstrated success working as a team member, in consensus building, and in integrated groups.
- Ability to develop, implement, supervise, and evaluate a broad range of student services with a student-centered environment.

Preferred Qualifications:

- Experience working in a community college and shared governance.
- Experience using Datatel.
- Doctorate degree in business administration, public policy, or related field.

* Meeting minimum and desired qualifications does not assure any candidate an interview.