

## Associate Vice President for Student Affairs and Athletics



### Description

The college is seeking an Associate Vice President for Student Affairs and Athletics who is bright and highly energetic with a commitment to servant leadership. Under the general supervision of the Executive Vice President, this Associate Vice President 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 students services, student activities and athletics. Oversee traditional and targeted outreach programs. Establish and maintain collaborative 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 a project directors of various grants.

### Specific Duties and Responsibilities

1. Support the design, delivery, and continuous process improvement of all student services, athletics and athletic eligibility.
2. Ensure that student support services are scheduled appropriately.
3. Direct traditional and targeted outreach programs to attract new students including adult learners, migrant education, adult ESL, adult ROP, continuation school, re-entry women and men, and other prospective learners.
4. Establish, maintain, and participate in collaborative with other educational partners and delivery organizations.
5. Support department chair persons, 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.
6. Support the enforcement of the Commission on Athletics (COA) and the California Community College Athletic Association (CCCAA) and the intercollegiate Athletics Program and certification of eligibility for athletes.
7. Promote emerging services, methodologies, and technologies relevant to student services.
8. Promote and support lifelong learning and student autonomy.
9. Promote a "one-stop" Student Services atmosphere.
10. Plan, organize and direct studies to determine the effectiveness of student assessment, development and support programs to promote continuous improvement.
11. Perform other duties as assigned.

### MINIMUM QUALIFICATIONS: \*

1. Master's degree from an accredited institution.
2. One year of administrative experience, formal training, internship or leadership.
3. Demonstrated experience with accreditation and /or continuous improvement processes.
4. Demonstrated effective oral and written communication skills.

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5. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

### **DESIRED QUALIFICATIONS:**

1. An earned doctorate.
2. Embrace shared governance.
3. Ability to develop, implement, supervise, and evaluate a broad range of student services with a student-centered environment.
4. Postsecondary administrative experience in a multicultural environment.
5. Developing, planning, implementing, and evaluating instructional programs and services
6. Hiring, supporting, developing and evaluating faculty and staff
7. Developing, managing and administering complex budgets
8. Experience in managing and leading diverse personnel, including team building, cultural sensitivity, conflict resolution, and team projects.
9. Teaching experience in a corporate, community college or other higher educational institution.
10. Resource development experience with grants, foundations or similar development activities.
11. Ability to communicate with the Spanish Speaking Community.
12. Embrace shared governance principles, recognizing the importance of shared responsibility and fostering open communication among all divisions, programs and services; adhering to principles of trust, team work and collaboration.
13. Effective interaction with diverse students, staff, faculty and administrators, individually and as team members.
14. Use of independent judgment in the interpretation and application of rules, regulations, policies and procedures.

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