

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

ASSOCIATE VICE PRESIDENT OF STUDENT SUPPORT & ENGAGEMENT

FLSA STATUS: EXEMPT – PAY GRADE: 29 - A

JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT

GENERAL STATEMENT OF JOB

The Associate Vice President of Student Support & Engagement leads in the areas of disability and accommodations; students in special populations; student development and civic engagement; career development, job placement, student employment to include federal work study and internship development and placement; athletics and wellness; student housing management; diversity and inclusion; student non-academic appeals; student behavior and intervention; conduct; and Title IX complaints and investigations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides leadership in the development and implementation of programs to enhance services to traditionally underserved populations and to enhance the overall diversity, social awareness, and civility of our student body.

Provides leadership and oversight to the student wrap-around services and student engagement functional areas, including student housing; conduct; Title IX; career, internship, and placement services; student life and leadership; student support services; and athletics/wellness.

Provides mentorship and leadership to staff; promotes professional development opportunities; identifies leadership potential among staff; develops and implements professional development to grow talent and ensure succession plan; leverages college-delivered training with outside resources and opportunities for staff.

Identifies and analyzes data related to student support services. Proposes and implements appropriate action plans, quality assurance, and evaluation of services, to improve services and increase retention and persistence efforts.

Participates in the college management collaborative to integrate educational, fiscal, technological, facility, and personnel planning in accordance with the strategic plan of the college.

Works directly with staff, faculty, and students to address academic and non-academic concerns and ensure appropriate interventions.

Leads the development and implementation of the strategic goals for functional areas to ensure alignment with the College's Visionary Impact Plan, improve services to students, and contribute to enrollment and retention efforts.

Implements procedures, guidelines, and processes that meet or exceed current federal and state regulations, as well as institutional goals.

In partnership with the financial aid staff, ensures administrative oversight and compliance with distribution of funds received to serve specific populations and/or to meet targeted objectives.

Engages proactively with the Grants office, Foundation, and other community partners in the development of resources to further advance student success.

Ensures communication with stakeholders regarding programs and services available to serve students in a holistic model. Determines who needs to know information; decides how best to communicate; develops an implementation plan; collaborates as necessary across the college to develop communication strategies.

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SUPERVISION RECEIVED

Supervision is received from the Vice President of Student Services.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff and/or student assistants.

MINIMUM QUALIFICATIONS

Master's degree from an accredited college or university supplemented by ten (10) years of related experience in higher education leadership. Five (5) years of experience in budget management. Five (5) years of experience in conflict management.

PREFERRED QUALIFICATIONS

Doctorate degree from an accredited college or university supplemented by ten (10) years of related experience in higher education leadership.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: June 2019; Revised 2/11/22