

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

ASSOCIATE VICE PRESIDENT OF STUDENT SUPPORT

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 leads in the areas of student support services to include disability and accommodations, students in special populations, student development and civic engagement, career development, job readiness, job skills coaching, job placement, student employment to include federal work study and internship development and placement, 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

Develops vision and provides leadership to new and existing student focused programming and processes related to student support services. Implements procedures, guidelines and processes that meet or exceed current federal and state regulations. Develops and implements College policies, practices, and wrap-around services that directly impact and effectively enhance the student experience and achievement. Engages with Student Services leadership team in developing the department's mission, vision, and goals; and implementing strategies to achieve them.

Provides leadership and develops appropriate policies and practices related to student crisis management; provides leadership to the college's student behavioral assessment and intervention teams. Coordinates appropriate training and professional development college wide regarding student conduct and crisis management. Assures the protection of students' rights and due process in accordance with college policy, as well as state and federal law. Develops and implements systems to identify student issues that may negatively impact retention and completion; develops policies, procedures and programs to help reduce and/or remove barriers to students' progress toward degree. 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 direct leadership and management of student housing to include hiring and oversight of staff, fiscal management, coordination of facilities services, and provision of student life programming,

Acts as a voice and advocate for students and staff regarding matters related to student support services; promotes and leads professional development advancement for assigned areas; establishes collaborative relationships with campus and administrative departments and community stakeholders to advance and promote student services programs; participates in the college management collaborative to integrate educational, fiscal, technological, facility, and personnel planning in accordance with the strategic plan of the college; directly supervises and evaluates assigned staff; provides mentorship and leadership to staff; analyzes and reports on statistical data related to student support services, career development, conduct, and Title IX related functions and proposes and implements appropriate action plans in response.

ASSOCIATE VICE PRESIDENT OF STUDENT SUPPORT

Assists division leadership with the coordination of associated budgets to include general operating funds, student activities fees, and grant and/or Foundation funding; provides guidance and recommendations for budget preparation for student success divisions; participates in the development and implementation of the strategic enrollment management plan for the division; organizes, guides, and serves on committees and councils to participate in college-wide planning, implementation, and evaluation of student support services; continually identifies new and innovative means by which the college can both streamline existing student support services, reduce barriers, and increase student success overall. Engages proactively with the Grants office and the Foundation in the development of resources to further advance student success; assures excellent stewardship of funding received with consideration of both equity and strategic advancement of college objectives; in partnership with the financial aid staff, assures administrative oversight and compliance with distribution of funds received to serve specific populations or to meet targeted objectives.

Works directly with the department and staff responsible for arranging and delivering data relating to state and federal reporting requirements and acts as the College's primary point of contact for audits and reviews in the area of student success coaching, support services, advising, career development, and conduct.

Identifies, secures, and administers grants and resource development opportunities to support and expand area programmatic offerings; proactively develops community partnership to advance the college's mission and students' interests; and performs related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be 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.

PEREFERRED 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.

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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.

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