

Associate Vice President, Student Success

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22106

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Vice President of Student Support and Success Systems

Job Purpose

Responsible for developing, implementing, and evaluating ACC#039;s student recruitment and retention strategies with an emphasis on increasing enrollment of first-in-family and traditionally under-served populations. Works with faculty and staff to promote best practices in student retention and works with at-risk students. Works closely with the Director of Early College Start/College Connection to create unified systems of outreach and support of ISD initiatives, including budget and resource allocation. Serves as the institutional contact with the Texas Higher Education Coordinating Board in addressing the Closing the Gaps initiatives.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Develops, implements, and evaluates the Colleges' student recruitment and retention strategies.
2. Assists in developing and leading ACC's outreach efforts, especially among traditionally under-served populations and first-in-family to attend college.
3. Leads ACC's Closing the Gaps initiatives. Develops and implements strategies to ensure successful achievement of ACC's goals.
4. Coordinates and monitors legislation and Texas Higher Education Coordinating Board (THECB) rules/regulations to evaluate the impact on ACC programs, coordinates responses, and develops related policies and procedures.
5. Develops and maintains strong internal and external community and organizational relationships to further college goals and to shape future programs.
6. Collaborates with Director of Early College Start/College Connection to develop student outreach budgets and to leverage resources between ECS and the AVP's budgets.
7. Directs and develops tracking and reporting systems for collecting, analyzing, and disseminating recruitment and retention data and student success reports to college leadership, the Office of Effectiveness and Accountability, and other state agencies, as required.
8. Collaborates with Public Information and College Marketing to develop marketing strategies that will ensure the effectiveness of student success program initiatives.
9. Promotes best practices in student retention and student success in achieving educational goals among faculty and staff.
10. Oversees college-wide testing centers.
11. Assists the College in facilitating the resolution of faculty and student issues which requires a thorough knowledge of at-risk students.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Five years related work experience.

Preferred

- More than five years related Senior-level management experience in higher education.

Education

Required

- Master's degree in related area.

Preferred

- PhD in related area.

Safety

Required

- Provide resources for safe operation of units. Create and support workplace safety.