

Associate Vice President, College Access Programs

FLSA Status: Exempt

Pay Grade: 99

Job Title ID: 22141

Job Series/Job Family: Administrator Series / Administrator Family

Reports To

Provost/Executive Vice President

Job Purpose

Provides leadership in instruction and student services to ensure strategic planning, evaluation and resource allocation which enhances and sustains innovation, quality and high levels of student achievement across all student cohorts. Fosters collaboration with faculty, staff, students and external communities to advance the institution through focus on research, best practices, continuous improvement through commitment to an and practice of shared governance, Servant-Leadership and student success strategies. Provides leadership and coordination for College Access Programs (Developmental and Adult Education) to produce higher levels of student success.

Description of Duties and Tasks

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

Required

1. Provides leadership in developing a comprehensive strategic plan focused on improving student persistence and successful completion of college access courses and programs, transition of students into college credit courses and programs, and increasing equity of student success in all college level courses and programs.
2. Provides leadership and development support to Vice Presidents and Associate Vice President to create strong, integrated team focused on quality instruction and support services and on the effective delivery of the daily operations of instruction and student support.
3. Responsible for fostering and supporting innovation and continuous quality improvement by focusing on institutional performance research data, collaboration with faculty and staff, and creating/sustaining recognition and incentives which support an enhance student success.
4. Participates in decisions to integrate budget and other resources which align and support the teaching and learning functions at the College, and which enhance the success of all students.
5. Works with Institutional Research and Accountability staff, faculty and support staff, department chairs and deans to track student performance data across all cohorts of students (those who enter college-ready, new entering students, developmental education students, adult basic education students, and success across ethnicity/race, gender, age, etc.).
6. Provides leadership across organizational reporting structures to ensure that instruction and student success support services are well-aligned to support the strategic plan for increasing the success of developmental and adult education students. Participates in annual Master Plan review and goal-setting for instruction and student success support services.
7. Monitors local, state and national initiatives to improve student success in access programs, and provides leadership in the inculcation of best practices by facilitating faculty and support staff analysis and use of data to improve instruction and support services in access programs.
8. Convenes faculty, support staff, department chairs and deans to explore and address student access and success issues, and to facilitate the use of data for strategic planning to reduce barriers to student success.
9. Makes recommendations to the appropriate shared governance structures regarding policies and administrative rules to promote the success of all students.
10. Assists in promoting best practices for student success across the College.

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

- State and national initiatives related to entering students, developmental and adult basic education students and programs.
- Current and innovative research, best practices, and successful programs related to increasing the success of at-risk students.
- Current and innovative developments and research related to increasing student success.
- Current and innovative developments and research related to evaluation of programs.
- Development of curriculum and best practices in College Access Programs.

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

- Collecting, analyzing and interpreting complex data.
- Maintaining confidentiality of work related information and materials.
- Working with diverse populations, including faculty, staff, students, and community.
- Implementing innovative and creative solutions to achieve higher levels of student success in College Access Programs.
- Effective planning, research, and budgeting.
- Delivering effective presentations.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

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

Work Experience

Required

- Two years related work experience with College Access Programs.

Preferred

- More than two years related work experience and/or teaching experience in a community college.

Education

Required

- Master's Degree in Developmental Education, Adult Education, or a related field.

Preferred

- PhD in Developmental or Adult Education.

Other

Preferred

- Demonstrated success in expanding student access.

Safety
Required

- Provide resources for safe operation of units. Provide financial and human resources to help eliminate identified safety hazards. Create and support a workplace safety culture by leadership and example.