ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for

ASSOCIATE VICE CHANCELLOR
FOR STUDENT SUCCESS

For consideration, application materials must be received by
June 14, 2019 at 3:00 p.m. CST.
POSITION SUMMARY

The Associate Vice Chancellor for Student Success is responsible for the day-to-day planning, developing, monitoring and promoting student success strategies and programs to increase enrollment, retention, completion and academic success for students in the Alabama Community College System (ACCS). Duties include, but are not limited to, such functions as Strategic Enrollment Management planning, academic advising assistance, support services development, student affairs information dissemination, dual enrollment support, and student engagement programming. The Associate Vice Chancellor for Student Success is also responsible for the coordination of the planning, management, and evaluation of the student services and financial aid programs of the ACCS.

PRIMARY RESPONSIBILITIES

- Work with the Vice Chancellor for Student Success to establish goals for the Division, monitor activities of the staff, evaluate progress, and ensure coherence of Divisional priorities with System goals and objectives.
- Supervise and manage Division staff.
- Provide student services leadership for the ACCS through the professional staff of the Division and the student services leadership team at each institution.
- Work with ACCS institutions to develop and implement appropriate educational programming, academic support and student development activities that facilitate student success and goal attainment.
- Coordinate state-wide professional development opportunities for college and system employees including, but limited to, student affairs, instructional, and other support personnel.
- Assist in monitoring, coordinating, and facilitating the development and implementation of Strategic Enrollment Management Plans to improve outcomes in student enrollment and success in both curricular and co-curricular activities.
- Identify, implement, and assess innovative approaches and best practices in enrollment management and student success which have System-wide implication.
- Provide technical guidance and advice to the System institutions with respect to all areas of student affairs.
- Work closely with the Division of Teaching, Learning and Academics, the Division of Workforce Development, as well as Research, Development and Grants to ensure
coordinated training, messaging, policies/procedures and guidance for ACCS institutions.

❖ Interpret and recommend policy with respect to the areas of Student Affairs and Student Success.
❖ Serve on System-wide committees, taskforces or special assignment groups as appointed by the Vice Chancellor and/or Chancellor.
❖ Develop and manage Division budgets as appropriate.
❖ Support, promote and assist in the development and implementation of System initiatives.

SECONDARY RESPONSIBILITIES
❖ Provide System-level support to the Deans of Student Affairs Association, Instructional Officers Association, Alabama Association of Collegiate Registrars and Admissions Officers, and other organizations to promote student success.
❖ Review/prepare and publish annual reports relating to System-wide accomplishments in areas of assigned responsibilities.
❖ Represent the ACCS Office at meetings of various groups and organizations dealing with assigned areas of responsibilities.
❖ Evaluate educational research and trends to identify potential strategies/solutions and provide documentation to inform data-driven decisions.

OTHER RESPONSIBILITIES
❖ Perform other duties as assigned.

QUALIFICATIONS

REQUIRED
❖ Master’s degree from an accredited institution in higher education administration or in a discipline/program area taught through the Alabama Community College System.
❖ Demonstrated experience in administration or in a managerial leadership role in higher education including the planning and organizational experience necessary to develop a positive, productive work environment.
❖ Ten years of demonstrated experience in leading, monitoring, coordinating, and facilitating student services-related functions.
❖ Experience and understanding of programs, services, initiatives and strategies that
contribute to positive student success outcomes.

❖ Demonstrated ability to collaborate at all levels including, but not limited to, executive administration, program directors, college faculty and staff, and other stakeholders.

❖ Demonstrated experience and capacity for effective supervision of personnel, projects and activities.

❖ Ability to conceptualize and interpret policies, practices, and procedures which support and enhance the mission, role, and scope of the Alabama Community College System.

❖ Ability to communicate effectively using oral, written, and interpersonal skills including the ability to organize and conduct professional meetings, conferences, seminars, and workshops for ACCS employees.

❖ Knowledge of strategic planning processes and procedures, knowledge of research techniques, and the ability to interpret research findings which support student success-related decision-making.

**PREFERRED**

❖ Work experience in a community college setting.

❖ Administrative-level work experience in student services.

❖ Terminal degree from an accredited institution in higher education administration, community college leadership, education or a related field.
Application Procedure:

Applicants must submit an ACCS application form, a current résumé, including a list (no letters) of three (3) professional references with contact information, a letter of interest, and a copy of transcripts (if applicable) showing degree conferred, to the ACCS Human Resources office on or before June 14, 2019 at 3:00 p.m. CST. An application form may be downloaded at https://www.accs.edu/about-accs/job-postings/. Application packets will be accepted only by mail delivery, hand delivery or e-mail. PLEASE DO NOT STAPLE DOCUMENTS. INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED.

Please mail application packets to:

Alabama Community College System
Human Resources Dept.
Attn: Ms. Charlene Finkelstein
P. O. Box 302130
Montgomery, AL 36130-2130

(Application packets may be delivered in person at 135 S. Union Street).

Salary is negotiable. This position is located in Montgomery, Alabama.

For questions, please contact Nikita Payne at (334) 293-4603 or Charlene Finkelstein (charlene.finkelstein@accs.edu) at (334) 293-4628.

THE ALABAMA COMMUNITY COLLEGE SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.