

## ASSISTANT VICE PRESIDENT AND DEAN (STUDENT SUCCESS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Vice President and Dean of Student Personnel Services, the incumbent of this class provides leadership, coordination, and management for all areas of student success services, program implementation, and staff supervision. Responsibilities involve promoting culturally responsive pathways for student achievement, persistence, completion, transfer, and career readiness. Specific areas of responsibilities include Academic Counseling, Student Success, Transfer and Career Services, Disability Services, and Educational Opportunity Program (EOP). The incumbent collaborates with leadership in Enrollment Management and Student Life to enhance the student experience by operationalizing an integrated and comprehensive organizational plan that meets the needs of a diverse student population. Supervision is exercised over subordinate professional and administrative support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides leadership to all areas of the Student Success division, particularly in the area of the development and implementation of programs that promote multicultural and racial understanding;

Collaborating with Academic Affairs on the development of a comprehensive learning environment that fosters the intellectual, social, professional, and personal development of a diverse student population;

Overseeing the development, administration and coordination of Student Success policies, programs and procedures related to retention, accountability, student behavior, and emergency protocols;

Works collaboratively across the division and college-wide to develop and oversee implementation of student success, retention, completion strategies and collaborative interventions to support student progress and persistence and provides periodic analysis of impact;

Manages the development of short and long-term programmatic goals for Student Success that are consistent with instructional priorities and the college's strategic plan.

Oversees the management of specific functions within the Student Success Divisions as assigned by the Vice President and Dean of Student Personnel Services;

Supports Title V Grant, Perkins Funding requirements, opportunity programs, and other units as necessary in completing and submitting required reports;

Serves as an advocate for student concerns with faculty and staff;

Participates in the planning and evaluation process of the Student Success Division;

Promotes current practices and procedures in student development within the context of the mission of the Community College;

EXAMPLES OF WORK: (Cont'd)

Coordinates division activities with other administrative units of the College in matters affecting students;

Provides advice to faculty, staff and students regarding student rights and responsibilities as defined in WCC policies and procedures;

Prepares the Student Success budget in coordination with the Vice-President and Dean of Student Personnel Services and the college's budgetary process.

Directs the activities of the Student Success Division in the absence of the Vice-President and Dean of Student Personnel Services;

Ensures that Student Success operations are in compliance with SUNY as well as relevant state and federal laws and cultural, social and educational events are planned in support of student academic progress development;

Designs and implements programs that foster Student Success Division;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Performs other related duties as assigned by the Vice President.;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of appropriate Federal, State and local laws, rules, regulations, policies, and procedures related to administration of education and training programs; thorough knowledge of the principles and techniques of supervision and decision making; thorough knowledge of program development, implementation and evaluation; good knowledge of business and government; ability to plan, implement and integrate operating policies, regulations and procedures; ability to identify problems, formulate and implement solutions; ability to evaluate the performance of personnel; ability to establish and maintain effective professional relationships; leadership; sound professional judgment; integrity; initiative; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Master's Degree\* in counseling, education or related field and seven years experience in the planning and development of training programs, personnel administration, or human development including three years in an administrative/supervisory position.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.

J.C.: Pending

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Job Class Code: E0997

Job Group: W03

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J.C.: Pending  
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Job Class Code: E0687  
Job Group: W03