AGENDA ITEM #XIV-A-1
SEPTEMBER 23, 2014
HIGHLAND COMMUNITY COLLEGE BOARD

ACTION, IF NECESSARY

REVISED JOB DESCRIPTION
VICE PRESIDENT, STUDENT DEVELOPMENT AND SUPPORT SERVICES

RECOMMENDATION OF THE PRESIDENT: That the Board of Trustees approves the outlined personnel change for Ms. Liz Gerber, including the attached job description for Vice President, Student Development and Support Services, in support of the Board’s previously approved presidential transition plan. No additional salary adjustment is recommended, but she will be entitled to benefits associated with that position level, effective October 1, 2014.

BACKGROUND: As a result of the previously approved presidential transition plan, this position is being updated to accurately reflect both current and added responsibilities, as well as changes in position title and reporting relationships.

Liz Gerber’s current role of Associate Vice President of Student Services is being expanded with added responsibilities for Adult Education, Athletics, and High School Servant-Leadership. These new duties will be in addition to her current responsibilities. The position will report to the Executive Vice President. In her new role, she will become the Vice President, Student Development and Support Services and will be entitled to benefits associated with that position level.

BOARD ACTION: ____________________________
Highland Community College
Position Description

TITLE: Associate Vice President, Student Development and Support Services

GENERAL STATEMENT OF RESPONSIBILITIES: To provide leadership, direction and operational management as the Chief Student Affairs Officer to the College’s student services, Adult Education, athletics, marketing, and institutional research and high school Servant Leadership areas and to promote the academic achievement and personal development of all Highland students.

PRINCIPAL DUTIES: (essential functions)
• Supervises, directs and interacts with staff to establish, plan, implement, manage and evaluate student resources and services. Works with internal and external stakeholders to continually scan changes in student services programs and standards and insures optimal planning and effective strategic decisions.
• Promotes welcoming, supportive, and vibrant campus culture.
• Leads the College’s strategic planning process, which follows a five-year cycle.
• Develops and monitors budget schedules, planning and implementation reports, statistics and other written and electronic documents.
• Supervises and evaluates departments within the division; oversees the supervision and evaluation of all employees within the student services, Adult Education, athletics, marketing, and institutional research and high school Servant Leadership program areas.
• Develops strategic plans and tactical goals for the division, in areas such as enrollment management, quality improvement, development of a new Common Intake System, student learning support, determines scope and priorities of projects; and coordinates resources required to achieve goals.
• Plans and develops division’s policies and procedures.
• Develops and Oversees implementation of the College’s marketing plan. Evaluates and revises the plan and associated activities.
• Develops and Oversees both the tools and strategies to communicate internally and externally. Oversees the development of the website to facilitate internal communication. Writes communications for the board, president and other executives.
• As requested, supports the Freedom Of Information Officer (FOIA) in Responding to all Freedom of Information (FOIA) requests, and serves as the point of contact for external inquiries.
• Monitors and accesses operating results in areas such as articulation, accessibility, and student success, recommends necessary and prudent modifications, and facilitates processes that result in the elimination of duplicate programs and resources.
• Ensures compliance with all federal and state laws/regulations as they apply to students and student services and ensures internal policies and procedures are followed.
• In accordance with the Risk Management Policy and Program;
• Serve as campus Title IX Coordinator.
• Oversees student disciplinary process, code of conduct and student appeal processes.
• Develops and oversees student mental health services.
• Coordinates and provides support to students and families in any college related crisis.
• Leads the College’s Violence Prevention Committee and Campus Threat Assessment Team.
• Serves as the president’s liaison to student government and provides leadership to that student elected body through the designated advisors.
• If requested, serves as the designated chief campus administrator in the absence of the president or executive vice-president.
• Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:
Knowledge of student academic advising policies and practices.
Knowledge of admissions policies and procedures, assessment test administration and scoring.
Knowledge of course transfer and articulation policies and practices.
Knowledge of strategic planning techniques and research and analysis strategies.
Knowledge of data management and institutional research.
Knowledge of current marketing and enrollment management practices.
Knowledge of NJCAA and Highland athletics policies and practices.

KNOWLEDGE AND SKILLS REQUIRED CONTINUED:
Knowledge of personnel management and supervisory principles and practices.
Knowledge of budget preparation, bid and purchasing procedures and expense control.
Knowledge of interpersonal skills using tact and diplomacy.
Knowledge of Title IX and Section 504 ADA and other laws impacting students.
Skill in planning and developing academic support curriculum and student services.
Skill in conducting feasibility and cost benefit analysis studies.
Skill in identifying problems, evaluating alternatives and implementing effective solutions.
Skill in selecting, organizing and evaluating staff performance.
Skill in creating and presenting written and oral communication pieces.
Skill in developing, implementing and evaluating policies and procedures.
Skill in establishing effective community partnerships and effective relationships with external stakeholders.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: Bachelor’s degree in education, administration, or a related field and five (5) years administrative management experience, Master’s degree preferred OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None. Three-five years of relevant administrative leadership in higher education preferred.

SECURITY SENSITIVE POSITION: May require a criminal background check.

REPORTS TO: Executive Vice-President/President

Draft Vice President, Student Development and Support Services. sept
APPOINTED BY: Board of Trustees.

FLSA CLASSIFICATION: Exempt
CLASS CODE: 6330
JOB SERIES/FAMILY: Administrative Series/Executive Group
REVISED: 9/21/10
Revised September 23, 2014
2/23/10 ADOPTED: 1/23/08