

## Vice President, Student & Institutional Development

<b>Division</b>	Student & Institutional Development	<b>Department</b>	
<b>Classification</b>		<b>Revised</b>	n/a
<b>Supervisor</b>	President	<b>Position #</b>	
			<b>Job Class</b>

<b>Statement of Primary Purpose</b>
<p>The purpose of this position is to provide leadership and administration of all student services, resource development and public information areas; to foster understanding and support for SCC, to support student achievement of educational goals, and to provide supportive and enhancing services for students from inquiry through graduation; and to provide an enriching and effective student activities program. Planning, effective public relations, internal and external communication, comprehensive resource development with friend raising, fund raising, and grant writing, staff development and development and maintenance of partnerships are integral to this division of the college. This position coordinates student services with other divisions of the college.</p>
<b>Classification</b>
Exempt
<b>Essential Functions and Responsibilities</b>
<ul style="list-style-type: none"> <li>*Participate in the overall management of the college through weekly executive council meetings, quarterly trustees and committee meetings, and other meetings as called/assigned by the President.</li> <li>*Provide leadership for staff through regular communication and monthly staff meetings.</li> <li>*Oversee and provide support for staff in enrollment services which include admissions, recruiting, processing college applications, maintaining academic records, student progress monitoring system, financial aid, veterans benefits, college placement testing and counseling, career planning and job placement.</li> <li>*Oversee and provide support for staff in Student Support Services which includes services to disabled, low-income and first generation college students; tutoring; enrichment and service learning activities.</li> <li>*Provide guidance/direction for the SGA advisor who plans, coordinates, and works directly with the student government association to provide an enriching campus life for students.</li> <li>*Administer college policies regarding student disciplinary actions, student emergencies, and/or accidents.</li> <li>*Coordinate annual commencement activities and ceremony.</li> <li>*Support the comprehensive resource development program which includes identification, cultivation, and acquisition of resources for college programs and activities through grant development and submission, friend raising and fund raising in the local area. Serve as secretary for the SCC Foundation Board of Directors.</li> <li>*Coordinate with the PIO to foster understanding and support for the college through various media, strategically positioned to make SCC the higher educational institution of choice.</li> <li>* Coordinate college partnerships with public schools and coordinate the Collegiate Connections program (with Instructional Services).</li> <li>*Administer/coordinate various grant programs affecting student and institutional development and other college grant initiatives as required.</li> </ul>

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### Additional Duties and Responsibilities

Represent the college at national, state, and local meetings/conferences.  
Coordinate the Tier A staff development program and child care subsidy program for student parents.

### Minimum Qualifications

<b>Education</b>	Masters in educational administration, higher education, student development or related disciplines required; Doctorate preferred.
<b>Knowledge and Skills</b>	To fulfill the responsibilities of this position one should possess a thorough knowledge of educational administration and student services, resource development and public information/relations. One should also have the skills and abilities to coordinate the delivery of services to students; facilitate effective working relationships among division personnel, faculty, other college personnel and the general public. One should have excellent oral, written, and public speaking communication skills. One should provide leadership in the interpretation of federal, state, community college and College regulations/laws policies and procedures to all contacts. One should be proficient in computer skills and using computers to access information and to communicate with others.
<b>Physical Demands</b>	Minimum physical effort required.
<b>Licensing Requirement</b>	None

**Working Conditions and Environment** (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

Work is typically performed in an office environment.

### Equipment Operation

Standard office equipment (computer, telephone, copier, fax machine, printer, calculator). Specialized computer software related to student records (Unix).

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.