FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION

ASSOCIATE VICE PRESIDENT OF STUDENT SUCCESS

FLSA STATUS: EXEMPT – PAY GRADE: 29 - A

GENERAL STATEMENT OF JOB

The Associate Vice President (AVP) of Student Success leads Florida State College at Jacksonville in the areas of admissions, registration and academic records, financial aid, academic and career advising, and student and civic engagement. In conjunction with campus leadership, the AVP of Student Success provides innovative and effective guidance on policies and practices aimed at increasing student success overall, particularly in the areas of admissions, enrollment, and student engagement.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Provides vision and leadership to new and existing student focused programming and processes related to district and campus admission, enrollment, student success, student engagement, and academic and career advising; leads efforts to develop policies and practices that effectively enhance the student experience and student achievement; participates on the collaborative leadership team for the Student Success division.

Acts as a voice and advocate for students and staff regarding matters related to enrollment at the college; promotes and leads professional development advancement for assigned areas; establishes collaborative relationships with campus and administrative departments and community stakeholders to advance and promote student services programs; participates in the college management collaborative to integrate educational, fiscal, technological, facility, and personnel planning in accordance with the strategic plan of the college; directly supervises and evaluates assigned staff; provides mentorship and leadership to staff; analyzes and reports on statistical data related to advising and student engagement functions and propose and implement appropriate action plans in response.

Manages associated budgets in cooperation with assigned Student Success staff; provides guidance for budget preparation for student engagement and advising functional areas; participates in the development and implementation of the strategic enrollment plan for the division; organizes, guides, and serves on committees and councils to participate in Collegewide planning, implementation, and evaluation of student engagement and advising policies and procedures; continually identifies new and innovative means by which the college can both streamline existing advising and student engagement functions and increase student success overall.

During peak enrollment periods, directly works with students on campus in advising and student engagement offices; identifies, secures, and administers grants and resource development opportunities to support and expand area programmatic offerings; and performs related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff and/or student assistants.
MINIMUM QUALIFICATIONS

Requires a Master’s degree from an accredited college or university supplemented by five (5) or more years of related experience in higher education leadership.

PREFERRED QUALIFICATIONS

A doctorate degree from an accredited college or university supplemented by ten (10) years of related experience in higher education leadership.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.
**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 02/15