Job Title: Vice President, Educational and Student Services
Reports to: President
FLSA Status: Exempt
Level: 220

Job Summary:
This position provides executive leadership and vision in contributing to a college-wide climate that promotes a comprehensive student development program, academic achievement, and personal development for a multicultural and diverse student body. Provides oversight and direction for the planning, allocation, and setting priorities for human, financial, and capital resources of the Educational and Student Services Division.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Advises the President and leadership of the College on major student development related policy and program issues; monitors a broad-based focus on enrollment related initiatives including recruitment, retention, and customer-oriented academic and support services; and provides insight on major decisions affecting educational and student services programming.

2. Facilitates the development and execution of the College’s strategic plan, annual goal achievement, and on-going assessment programs.

3. Promotes and coordinates a team approach with academic and administrative departments to provide College-wide student success initiatives, and enrollment development.

4. Develops, implements and monitors the continuous improvement of a College-wide comprehensive student support service program that promotes student learning and educational goal attainment.

5. Provides the leadership required to annually assess the effectiveness/efficiency, student satisfaction, and documented student learning outcomes of each respective Educational...
6. Overseas operating budgets for the departments in Educational and Student Services; the student activity fee as allocated by the Student Activities Budget Review Committees (SABR; B-SABR), and any assigned grant-sponsored activities/programs.

7. Promotes on-going professional and personal development programs and advancement opportunities for Educational and Student Services staff designed to build the skill sets required for job advancement.

8. Recommends and supports plans, procedures, programs that enhance the academic, career, social, multicultural, and interpersonal development of students in the areas of civility, community responsibility, and healthy habits of living.

9. Develops and maintains a system of student discipline with requisite standards governing student conduct. Facilitates disciplinary sanctions for violation of any College Standards of Student Behavior.

10. Coordinates the development and implementation of transition services to students who need a bridge program between high school graduation and post-secondary education, who are seeking transfer to upper-divisions at other institutions of higher learning; who are seeking employment; or desire additional educational services.

11. Provides community outreach support to local educational, social and community agencies. Works cooperatively with other officers of the College to insure that the institution is a vital force in the community fulfilling its role as an innovative, quality educational organization.

12. Represents the College in the community through active participation on community/business boards, K-12 committees, tasks forces, community events, public speaking engagements, and Foundation-sponsored initiatives.

13. Insures compliance with the rules and regulations of appropriate federal, state and local agencies and the policies and procedures of the College District Board of Trustees as they apply to the Educational and Student Services division. Promotes frequent, effective communication of the institution’s expectations of compliance to students.

14. Directs the development, planning, staffing and evaluation of the following college-wide educational and student services functions: admissions, records, registration, academic advising, financial aid services, academic tutorial services, career planning and placement opportunities, services for disabled students, testing and assessment, dual enrollment, athletics, student activities/student government, graduation, and a myriad of student development programs and grants supporting student success.

15. Directs the development, staffing and evaluation of college-wide student support systems for all student cohorts including, but not limited to, students who are considered at risk (academic and economic), students with international backgrounds; students with disabilities; dual enrollment/early admissions students; women re-entering the workforce; students registered in on-line courses, and CWS/student workers.

16. Actively participates with state and national professional organizations, as well as other colleges and universities; to remain current with student development theory, research
and programming. Monitors state and federal guidelines and laws as they apply to student programs and services.

17. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

18. Performs additional duties as requested by the President

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Earned Doctorate from an accredited university and ten or more years related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than five years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheet, presentation, college database, e-mail, Internet, and reports retrieval software.

- **Certificates and Licenses:**
  Educators Professional Liability Insurance recommended.

**Responsibility for People and Property:**
Responsible for the supervision of Student Services staff that encompasses Athletics, Career Planning and Placement, Student Development, Financial Aid/Scholarships, Registrar, Title III, and all assigned grant personnel.

Responsible for budgets for all areas under the division and the Student Activities Fee budget.
Responsibility for Communication:

- **Internal Contacts:**
  This position has routine contact with SCF students, faculty and staff.

- **External Contacts:**
  This position has routine contact with representatives from vendors, local and state governing agencies, university and K-12 school boards/supervisory personnel, other community colleges, the College attorney, and the local media.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to sit, use hands and fingers and reach with hands and arms. Occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 25 pounds. Special vision requirements include close vision.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.
6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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