

# View Posting Summary - Vice President, Student Affairs

Posting Details	
Position Title	Vice President, Student Affairs
Job Code:	1121
Requisition Number	11-126
Job Description	<p>As the chief student services officer of the College, the Vice President of Student Affairs provides strategic vision, leadership and direction district-wide for the College's comprehensive student services division which includes admissions and registration, advising, assessment, counseling, judicial affairs, student life, student support services and programs, and adaptive services.</p> <p>The Vice President is responsible for the development of partnerships, programs and policies to achieve the College's strategic initiatives for students in collaboration with student services leadership at the campuses, and is responsible for balancing district-wide consistency with campus autonomy to insure the highest level of academic and program integrity with the greatest amount of flexibility in appropriate areas. The Vice President of Student Affairs serves as a member of the President's Cabinet and is responsible for making recommendations to the President regarding Student Services.</p> <p>Establishes and supports a culture within the Student Services Division that is committed to the success of students through administrative excellence and accountability, creativity, leadership, cooperation and teamwork. Provides district level support to the campus student services programs as needed and/or requested.</p> <p>Provides leadership in the evaluation of programs and services; identifies current and projected trends in education and recommends enhancements to foster student success.</p> <p>Establishes short and long term goals for district-wide student services; supports the College's strategic process insuring plans are consistent with College mission and strategic initiatives; engages campus student services leadership in the district-wide planning process to insure integration and progress toward goals.</p> <p>Collaborates closely with the Vice President, Academic Affairs, academic administrators and faculty to insure student programs support the goals of the academic division.</p> <p>Develops a student development program designed to enrich student life through clubs, organizations and cultural enrichment activities.</p> <p>Integrates testing, advising and course selection within a comprehensive model to promote retention and graduation.</p> <p>Manages student recruitment and enrollment management through programs designed to ensure service area populations are served.</p> <p>Serves as the College's Chief Judicial Officer overseeing the student due process procedure for adjudicating complaints.</p> <p>Oversees district-wide graduation responsibilities including student eligibility for graduation.</p>

	<p>Participates in the development and oversight of the living-learning halls, to the extent allowed by Florida Statute.</p> <p>Supports the College's budget process, ensures financial accountability for all assigned student services district budgets.</p> <p>Advises and confers with the District President on management issues involving college programs and services including development and/or revision of Board Policies and Administrative Procedures. Maintain current knowledge of legislation and educational trends pertinent to student services philosophy and practice.</p> <p>Oversees the Banner student information system in conjunction with Banner personnel assigned by Information Technology.</p> <p>Oversees the academic course file management including the preparation and publication of the College catalog, class schedules and maintenance of the permanent College course catalog information.</p> <p>In cooperation and collaboration with the other College officials, leads the College through issues relating to disaster preparedness and student welfare on campus.</p> <p>Serves on College-wide committees as assigned.</p>
Minimum Qualifications	<p>Earned Doctorate from a regionally accredited higher education institution in student counseling and personnel services, higher education administration, or related field.</p> <p>Seven (7) years of professional student affairs administrative experience at a college or university in positions of increasing responsibility. A minimum of three (3) years of the seven (7) must be at a Director or Dean level or higher in student affairs administration.</p> <p>Demonstrated successful use of data and knowledge of state-of-the-art student services and related systems such as enrollment management models and the use of technology to improve efficiency and effectiveness.</p> <p>Demonstrated innovative and progressive leadership skills; ability to plan strategically, develop short and long term goals, and develop collaborative partnerships to achieve goals, evaluate results and use results for improvement.</p> <p>Skill in supervision, verbal and written communications, interpersonal relations, budget analysis, and development, organization, program design/development, team work, assessment, and knowledge of student services issues and practices for traditional and non-traditional students.</p> <p>Demonstrated understanding of the capabilities of an integrated enterprise-wide and student database system such as SCT Banner; demonstrated commitment to the effective utilization of technology to enhance services to students.</p> <p>Demonstrated experience in fiscal management, sound budget practices, and the use of personal computers and electronic mail.</p> <p>The ideal candidate is:</p> <ul style="list-style-type: none"><li>-An energetic, visionary and proven leader in student development who is approachable, student-centered, and works well with faculty;</li><li>-An experienced administrator with a proven record of accomplishments in recruitment and improving the retention of students;</li><li>-A problem solver;</li><li>-An individual with exceptional interpersonal and communication skills who is able to develop a shared vision for the student affairs area of the college</li></ul>

and motivates others to pursue that vision;  
-An effective manager who respects the past contributions made by staff and faculty while fostering change;  
-A person of high integrity, who listens to and values the opinions of others,  
-A leader who will model and sustain effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Preferred Qualifications

NOTE \*\* Candidates MUST comply with application requirements fully; incomplete applications will not be considered.

Two (2) essay questions are required as part of an applicant's packet. Please provide responses to the following 2 questions which should not exceed one page each in length.

1) Describe the role of student services in achieving student success and retention.

2) Describe methods you have previously used to assess the effectiveness of student services in attaining program outcomes and how you have used these results to implement continuous improvement strategies. Please use specific examples for which you have had primary responsibility for results.

Additional information and instructions:

This position is open until filled, however to receive full consideration, apply by the screening begin date of September 11, 2011.

Please insure that you have:

- fully completed the application form. All work history must be included on the application and all fields must be accurately and specifically completed. You may state "See resume" in the "Duties Performed" section under each position (you may refer to resume in this field ONLY).
- included a cover letter, resume and unofficial transcripts for the

<p>Special Instructions to Applicants</p>	<p>doctorate. It is suggested that all documents be uploaded as PDF documents. There is a 2 megabyte limit per each uploaded document.</p> <hr/> <p>TRANSCRIPTS:</p> <ul style="list-style-type: none"> <li>- Copies of ALL unofficial transcripts MUST be uploaded or faxed (239-489-9041) at the time of application to verify minimum qualifications of this position have been met.</li> <li>-Official transcripts are required at the time of hire.</li> <li>-Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bonafide U.S. evaluation service.</li> </ul> <hr/> <p>-PLEASE NOTE: Additional documents or changes cannot be made to your application once you have clicked on "Finished Attaching Documents" and receive your confirmation number.</p> <p>-We regret that we are unable to accept faxed, emailed, mailed or hand delivered application materials (except transcripts) outside the Edison online e-Jobs system.</p> <p>-A selection committee will review application packages of those candidates that have met the minimum qualifications and will select a limited number of qualified applicants for interview.</p> <p>-The District President is responsible for recommending a candidate to the District Board of Trustees.</p> <p>-Criminal background check and fingerprinting will be required of the final candidate.</p> <p>*****</p> <p>Edison State College is a tobacco-free institution.</p> <p>All programs, activities and facilities of the College are available to all on a non-discriminatory basis, without regard to race, sex, age, religion, national origin, disability, sexual orientation, marital or veteran's status. The College is an equal access, equal opportunity institution. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the College's Equity Officer at 239-489-9293.</p> <hr/>
<p>Advertising Requests (newspapers, professional journals, newsletters, etc):</p>	<p>Edison e-Jobs Chronicle of Higher Education AACRAO Insidehighered. com Community College Week</p> <hr/>
<p>Selection Committee: <i>Please list each selection committee member's name, title, sex and race. Please limit selection committee to 2-5 members.</i></p>	<p>Dr. Patricia Land - President, W/F Chair Dr. Christine Davis - Associate Dean, B/F Dr. Christy Gilfert - Associate Dean, W/F Cindy Lewis - Associate Dean, W/F Dr. Eileen DeLuca - Associate Dean, W/F Dr. Sabine Maetzke - Professor, W/F Steve Nice - District Director, Facilities Planning &amp; Mgmt W/M Alvaro Dufflar - Hispanic Outreach Coordinator, H/M Billee Silva - Registrar W/F</p> <hr/>
<p>Department</p>	<p>VP/Dean Office of the District President</p>
<p>Campus</p>	<p>Lee</p>

Pay Rate	Salary Commensurate with Education and Experience
Pay Basis	Annual
Recommended Salary	
Job Open Date	08-01-2011
Job Close Date	Open Until Filled
Responsible Hiring Manager	
Position Number	A19977
Position Type	Administration
Position Status	Full-Time
New Position?	Yes
Work hours	8:30 - 4:30 minimum
Work days	M-F typically
Replacement for:	
Termination Date	
Proposed Appointment - From Date:	10-16-2011
Proposed Appointment - To Date:	
Pass Message	<p>Thank you for your interest in the position of Vice President, Student Affairs.</p> <p>The screening and selection process is currently underway and will continue until a successful candidate is chosen. All candidates will be notified of their application status when the search is completed.</p> <p>Should you have any questions during the process, please call 239-489-9293.</p>
Fail Message	<p>Thank you for your interest in Edison State College.</p> <p>Based on the application and materials you submitted, your application has not advanced further.</p> <p>Please do not let this discourage you from applying for other positions for which you may be qualified.</p>
Application Types Accepted	Main Application
Required Applicant Documents	Resume Cover Letter
Optional Applicant Documents	Transcripts Form DD-214 Other Document3 Other Document4 Other Document5

#### Template Level Questions

**How did you hear about this opportunity?**

ANSWER
No Response
Newspaper
Online Career Source
Other
This question is required.

If other, please specify:

SHORT TEXT
This question is not required.

Enter any other name by which you have been known. If not applicable, please type "NA" in the box.

SHORT TEXT
This question is required.

Have you been convicted of a crime, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest) ?

ANSWER
No Response
Yes
No
This question is required.

If yes, you must give complete details for each charge, including Date(s), Location, Nature of Charge(s), and Disposition(s). If no, please answer "NA"

LONG TEXT
This question is required.

Posting Specific Questions

Have you attached your responses to the following questions as part of your application materials? 1) Describe the role of student services in achieving student success and retention. 2) Describe methods you have previously used to assess the effectiveness of student services in attaining program outcomes and how you have used these results to implement continuous improvement strategies. Please use specific examples for which you have had primary responsibility for results.

ANSWER
No Response
Yes
No
This question is required.

Have you included as part of your application materials a cover letter, resume and unofficial transcripts for your doctorate?

ANSWER
No Response
Yes
No
This question is required.

Points

Maximum Points Possible: 0

Template Level Questions			
How did you hear about this opportunity?			
ANSWER		DISQUALIFYING	SCORE
No Response			0
Newspaper			0
Online Career Source			0
Other			0
0 %			
Have you been convicted of a crime, found guilty, had adjudication withheld, or entered a plea of nolo contendere (no contest)?			
ANSWER		DISQUALIFYING	SCORE
No Response			0
Yes			0
No			0
0 %			
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ANSWER		DISQUALIFYING	SCORE
No Response			0
Yes			0
No			0
0 %			
Have you included as part of your application materials a cover letter, resume and unofficial transcripts for your doctorate?			
ANSWER		DISQUALIFYING	SCORE
No Response			0
Yes			0
No			0
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<i>Submitted to HR Director</i>	
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