



Classification Description

Job Title: Associate Vice President, Academic Success

Pay Grade: Administrator

Job Code: 4095

FLSA Status: Exempt

Job Purpose

The Associate Vice President, Academic Success reports to the Vice President, Academic Affairs and is responsible for providing quality and effective academic advising and retention programming to augment and support the academic progression to graduation for Florida SouthWestern students. This position promotes and sustains the College's commitment to excellence and innovation in providing wrap-around academic support services from initial enrollment to graduation. This position serves as a resource to the Collegewide Enrollment Management Team and implements and evaluates policies, procedures and best practices in support of student persistence and success.

General Responsibilities

Essential Functions

Supports the Division of Academic Affairs in understanding the needs of students as they relate to student persistence and completion initiatives. Collects and analyzes retention and graduation data, as well as various retention program evaluations and prepares appropriate reports and recommendations for the Vice President, Academic Affairs.

In collaboration with colleagues across the College, leads the development, implementation and evaluation of academic student success strategies, policies and programs within the Division of Academic Affairs and engages Collegewide stakeholder participation in success initiatives.

Collaborates in the Collegewide development, planning and execution of effective strategies to satisfy key performance indicators and promote positive outcomes for students in the College's wide variety of academic pathways.

Identifies and applies national best practices for academic student success programming. Compiles and analyzes real-time and historical student data to develop, improve and implement innovative advising and retention programs. Ensures protocols are in place to safeguard the integrity and confidentiality of student information.

Provides administrative oversight and leadership to the Director of Academic Advising to ensure effective management of, and training for student-facing personnel. Oversees advising staff utilization of the Banner System, Constituent Relations System (CRM) and other supporting technologies.

ASSOCIATE VICE PRESIDENT, ACADEMIC SUCCESS

Chairs the Guided Pathways committee, which is responsible for the planning development, implementation and coordination of the College's Dedicate to Graduate Guided Pathways in coordination with institutional strategic initiatives/priorities. Collaborates closely with Team AASPIRE to ensure that projects and initiatives for Dedicate to Graduate Guided Pathways are based on data-informed assessment.

Leads and coordinates the activities of the Collegewide Commencement Planning Committee.

Working with Marketing/Communication implements a communication plan that increases awareness of policies and practices to support academic student retention and success. Shares information and provides training for faculty and staff to ensure continuous improvement of services.

Responsible for the management of all functions related to informed advisement, promoting persistence to completion and transfer. Provides leadership for a proactive advising center that supports, intervenes advocates and recommends resources and solutions to academic student success challenges and barriers. Collaborates with campus partners to ensure effective and timely interactions with all students. Ensures that new and continuing students are aware of student support resources including the availability of accessible services on all campuses.

Supports the Vice President, Academic Affairs in providing administrative support for the Deans of each academic School within the College to ensure excellence in targeted advising support for related disciplines. Supports all campuses via efforts to ensure optimal distribution of Academic Affairs services for all students.

Provides oversight for early warning system to identify and monitor at-risk students and implement interventions that directly support academic student retention and success. Ensures establishment of action plans for readmitted students who were previously suspended or dismissed for poor academic performance.

Develops and coordinates summer/transition programs and other developmental activities to promote academic student success.

Advances initiatives to re-enroll and support students in good academic standing who have stopped-out.

Supports institutional strategies to integrate career readiness strategies in student employment and co-curricular learning experiences.

Maintains currency with state and federal laws, rules and regulations and make changes to operations as required/appropriate. Disseminates information regarding referenced mandates to appropriate staff.

Participates in Academic Affairs College operating procedure and Board of Trustees policy reviews.

ASSOCIATE VICE PRESIDENT, ACADEMIC SUCCESS

Under the direction of the Vice President, Academic Affairs and other senior leaders, coordinates and oversees all aspects of the commencement ceremony, events and rehearsals to ensure successful Collegewide events. This includes serving as chief contact for the event execution and all details for preparation leading up to as well as providing oversight for “day of” ceremonies. Documents all tasks associated with the Commencement, trains others to support the activity and delegates tasks to ensure sustainable event management.

At the direction of the Vice President, Academic Affairs, collaborates with various College departments to coordinate special projects. Assists in the development of the advising department budget.

Represents the Vice President, Academic Affairs at committee meetings, departmental meetings and College events as requested/needed.

Represents the College at designated community organization meetings and maintains working relationships with other educational organizations, governmental units and campus area agencies. Hires, trains, evaluates and directs assigned personnel.

Serves on appropriate Collegewide committees/councils.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job- related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master’s degree from a regionally accredited institution of higher education in Student Development, Student Affairs Administration, Educational Administration or related.

Seven (7) years of full-time professional student services administrative experience at a regionally accredited College or university in positions of increasing responsibility. A minimum of three (3) of the seven (7) years must be at a level equivalent to a Director or Dean level or higher in student affairs administration.

Personal and educational philosophy compatible with the goals, objectives and mission of Florida SouthWestern State College.

Skill in supervision, interpersonal relations, budget analysis, and development, organization, program design/development, team work, assessment, and knowledge of student services and enrollment management issues and practices for traditional and non-traditional students.

ASSOCIATE VICE PRESIDENT, ACADEMIC SUCCESS

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

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.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 4, 2024.