



Job Description

Working Title: Vice President for Student Success
Job Classification: Executive
FLSA Exemption: Executive
Department: Student Success

Purpose

The Vice President for Student Success provides executive leadership, guidance, and policy formation for enrollment development activities of the College including research, communication, and enrollment services and provides college-wide leadership in planning, implementing, and evaluating a comprehensive student success plan emphasizing student retention and student achievement. This position provides leadership for co-curricular student life and all activities related to enrollment, retention, and the improvement of graduation rates. Areas of responsibility include enrollment services, student life, and residence life.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

1. Supervises assigned staff.
2. Develops strategic planning priorities for assigned areas, in collaboration with faculty, staff, students, and community constituencies.
3. Develops and monitors annual budgets in all assigned areas.
4. Develops policies and procedures to ensure the quality of student orientation, registration, advising and counseling, student activities, job placement, services to special populations, financial aid, housing, and other student enrichment services.
5. Coordinates assessment for assigned areas.
6. Ensures consistency and coordination of efforts across teaching sites.
7. Serves on committees/councils as requested.
8. Serves as a member of the President's Cabinet.

Required/Desired Knowledge, Abilities and Skills

The Vice President for Student Success is required to possess or develop a thorough understanding of the University System of Georgia's policies and procedures. Understanding the importance of technology and innovative thinking, along with the ability to work as a team member to increase enrollment in a rural setting is necessary. Ability to identify and develop additional potential student target markets is essential. Possess all other skills necessary to fulfill the stated purpose of this position.

Required/Desired Education, Experience and Necessary Qualifications

Master's degree and related work experience in an administrative capacity is required.

Supervision

The Vice President for Student Success reports to the President.