



Southern is regionally accredited through the Higher Learning Commission (HLC), and is a two-year state supported community college offering certificate and associate degree programs with four campus locations serving a seven county area in rural southern West Virginia and eastern Kentucky. For additional information about Southern, please visit [www.southernwv.edu](http://www.southernwv.edu).

## Job Announcement

# Vice President for Student Services

The successful candidate will possess a collegial and open management style, effective interpersonal communication skills and a knowledge of the special challenges of today's community college student. In addition, the successful candidate will demonstrate an understanding and appreciation of the community college mission, the role of developmental education, diversity of thought, academic, socioeconomic, cultural, and ethnic diversity of community college students. This position reports directly to the President and serves as a member of the President's Cabinet.

### Duties and Responsibilities:

- Oversight for the Student Services Unit, including, but not limited to the following areas of responsibility: recruitment, student outreach, admissions, records, registration, financial aid, new student advising and orientation, student government and other student clubs and organizations, student development, and the implementation, monitoring, and evaluation of programs and services that support student development and success in the comprehensive community and technical college environment.
- Key leader in fostering responsiveness; maintaining a focus on excellence in all student support services; and providing leadership, inspiration, management, and guidance for the College's student success function.
- In collaboration and cooperation with the Director of Enrollment Management and Student Engagement, Director of Disability and Adult Services, Director of Financial Assistance, and the Registrar supports the processes and services required for the successful recruitment and retention of students by participating in and providing services that support recruitment, registration, orientation, and placement testing.
- Special emphasis is placed on providing services for adult (non-traditional age) students and compliance with the Americans with Disabilities Act as it relates to students.
- Provide vision for the programs that enhance the student experience at the College, build partnerships, set benchmarks, develop best practices, and spearhead collaborative efforts across all divisions of the College.

### Qualifications/Knowledge/Skills/Abilities:

- Master's Degree in Student Development, Counseling, Educational Leadership, Business, Psychology, or related field from a regionally accredited college or university. Doctorate Degree in higher education administration, student personnel, counseling, or psychology, preferred.
- Five (5) years of Student Affairs experience in a higher education environment with a record of progressively increasing responsibility in one or more areas this position will oversee.
- Three (3) years of higher education leadership experience, including staff supervision, budget management and strategic planning.

- Experience in budget oversight and financial management.
- Knowledge of best strategies, practices, programs, and services promoting recruitment and retention of traditional and non-traditional students.
- Knowledge and understanding of the comprehensive community college mission and philosophy.
- Ability to analyze recruitment and retention related data and assess programming activities as part of a strategic enrollment planning initiative.
- Ability to facilitate organizational development and change.
- Considerable knowledge of higher education laws, policies, practices, and procedures with emphasis on the Federal Education Rights and Privacy Act, Clery Act (Student Right to Know), Title IX, and the Americans with Disabilities Act.
- Ability to carry out assignments and work independently and as a member of a team.
- Ability to organize material, analyze data, and prepare pertinent reports and written recommendations.
- Ability to develop and maintain partnerships both internal and external.
- Analytical and problem-solving skills sufficient to analyze and resolve complex situations.
- Considerable knowledge of the principles and practices of effective supervision.
- Ability to express ideas effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with administrative personnel, faculty, staff, students, and the public.
- Knowledge of and ability to use student services database systems. BANNER Student Information System modules preferred.
- Must be willing to travel between campus sites.

### Application Process

- Review of applications will begin Thursday, May 18, 2017.
- All positions are subject to funding availability.
- Candidates may be required to complete a background screening post-offer of employment.
- Only applicants who have submitted all required documents and who meet minimum qualifications will be considered.
- Submit application, cover letter, resume (vitae), and copies of transcripts to:

Attention: Human Resources  
Southern West Virginia Community and Technical College  
P.O. Box 2900  
Mount Gay, WV 25637

- Applications are available at any campus location or call (304) 792-7445 or e-mail [Melissa.Deskins@southernwv.edu](mailto:Melissa.Deskins@southernwv.edu).
- Visit our web page at [www.southernwv.edu/jobs](http://www.southernwv.edu/jobs) for online application form and additional employment opportunities.

April 20, 2017

**FIND YOUR DIRECTION!**

For more information visit us online at [southernwv.edu](http://southernwv.edu)

Southern WV Community & Technical College is accredited by The Higher Learning Commission. AA/EO/ADA Institution. Southern is an Affirmative Action/ADA/Equal Opportunity Employer. Southern does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, age, religion, gender, sexual or gender orientation, marital status, and veteran status in the administration of any of its educational program, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation from filing complaints or assisting in an investigation. Please contact the following concerning inquiries regarding non-discrimination policies and complaints: Title IX Coordinator-Darrell Taylor 304.896.7432; Affirmative Action Officer-Debbie Dingess 304.896.7408; Section 504 ADA Coordinator-Dianna Toler 304.896.7315