BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Vice President of Student Affairs

DEPARTMENT: Student Affairs

FUNCTION: Formulates, recommends, and implements Student Affairs policies and procedures. Develops, maintains, and enhances student programs; promotes a culture of student learning and development and cultivates creative approaches to providing student services, programs and initiatives. Provides leadership for all student services, programs and initiatives.

REPORTS TO: President

SUPERVISES: Manages the following direct reports and oversees the employee populations of their respective organizations: Dean of Student Affairs at the Meadowlands; Dean of Student Support Services; Dean of Enrollment Services, Dean of Student Life and Judicial Affairs; Executive Director of Financial Aid, On-line Counselor, Dean of Student Affairs – Ciarco Learning Center; Director of Achieving the Dream, Peer Mentor Manager, Executive Assistant to the Vice President of Student Affairs and a Senior Secretary

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides leadership for all programs affecting student development including but not limited to recruitment; admissions; registration; advisement; academic, career, personal, and transfer counseling; job placement; services for students with disabilities; Educational Opportunity Fund; student life; orientation and graduation.
2. In collaboration with the Executive Team, establishes, manages and assesses the goals and outcomes for Student Affairs’ areas.
3. Formulates, recommends, implements and evaluates policies, procedures, programs, processes and systems for Student Affairs.
4. Develops, maintains, and enhances student programs; promotes a culture of student learning and development and cultivates creative approaches to providing student services, programs and initiatives.
5. Develops and administers the Student Affairs budget, including forecasting, planning, and monitoring of expenditures; assures that each unit adheres to budgetary guidelines.
6. Coordinates the advisement program.
7. Articulates and advocates students’ needs and concerns to the college community.
8. Acts as liaison to the academic divisions regarding student issues.
9. Administers all matters related to student behavior and discipline.
10. Uses information technology to deliver, monitor, and evaluate programs and services for students.
11. Serves as a member of the President's Executive Council, the Management Team and other administrative committees as assigned.
12. Initiates cooperative relationships with appropriate school and community constituencies.
13. In collaboration with the Vice President of Academic Affairs, establishes, monitors, and assesses enrollment management goals.
14. Participates in professional organizations related to Student Affairs in higher education.
15. Develops a set of core outcomes for division and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the President and the Vice President of Institutional Effectiveness, fully engaging with the College’s Outcomes Assessment Program.
16. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
17. Subject to executive review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
18. Performs additional tasks or duties as assigned by the President or other designated management.
19. Responsible for ensuring consistency of student support services and programming at all college locations.
20. Oversees management and performance of grants assigned to student support services areas.
21. Co-chairs Achieving the Dream institutional team in collaboration with the Vice President of Academic Affairs.
22. Manages compliance pertaining to students in regards to Title IX and ADA/Section 504.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic knowledge and/proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning
**Education:** Master's Degree required in counseling, student personnel, higher education administration, or related field; PhD preferred

**Experience:** Minimum of 10 years’ of progressive administrative experience in higher education including teaching, preferably in a community college setting. Experience in collective bargaining environment preferred

**Other:**
Evidence of: (1) commitment to students and their development, both individually and collectively; (2) team approach to problem solving; (3) ability to manage multiple departments; (4) knowledge of enrollment management strategies; (5) understanding of the uses of information technology to deliver, monitor, and evaluate programs and services for students; (6) knowledge of disciplinary and judicial processes; (7) strong knowledge of academic affairs; and (8) commitment to diversity and multiculturalism.

- Commitment to Student Success
- Learning-centered Teaching Strategies
- Inclusion and Diversity
- Professional Commitment
- Outcomes-based Practice
- Assessment
- Scholarship of Teaching and Learning

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ___________
President

Approved by: _____________________ Date: ___________
President

Reviewed by: _____________________ Date: ___________
Human Resources

Board Approval: _____________________ Date: ___________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE