

## **GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**JOB TITLE: Associate Vice Chancellor Educational Support Services**

**GRADE: M-12**

**DEPARTMENT: Student and Institutional Success**

### **JOB PURPOSE:**

The Associate Vice Chancellor of Educational Support Services reports to the Chancellor to plan, organize, manage support and oversee the educational support services for the District. The Associate Vice Chancellor will oversee required state and federal reporting requirements and regulatory compliance; lead the development of practices, procedures and systems to improve operations; and provide leadership and support for accreditation, strategic planning, enrollment management, and research.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Student System and Operational Support**

- Plan the development and implementation of new requirements, delivery systems and packages for student support systems, in coordination with the colleges.
- Lead the development of practices, procedures and systems to improve operations to support students.
- Coordinate the District's strategic enrollment management efforts, and provide support for districtwide student engagement and retention.
- Manage a repository and dashboard of institutional data; develop and distribute relevant facts and reports as necessary.

#### **Strategic Planning, Enrollment Management and Accreditation**

- Plan, organize, and coordinate institutional effectiveness planning to support student access, student achievement, and student success; collaborate with college researchers to organize reports and share information on district and college research matters
- Plan and organize research needed to support strategic planning with an emphasis on enrollment management and the improvement/enhancement of instructional and student services.
- Provide leadership for the development, implementation and annual assessment of the District's educational master plan, including integration with the colleges' education plans.

## **Reporting and Compliance**

- Manage and oversee accurate completion of all required state and federal reports including MIS, IPEDS, and other data reporting requirements;
- Coordinate with Information Technology and the colleges to plan, design, test and implement technology solutions to ensure compliance with state and federal regulations.
- Coordinate with the colleges and Information Technology to ensure reporting accuracy and data integrity.

## **Partnerships and Collaboration**

- Provide leadership, coordination and support for districtwide partnership programs including Promise, Alliance and CCAP.
- Participate on District and campus committees and task forces as assigned; coordinate committee activities relating to state and federal reporting and compliance, accreditation, and strategic planning.
- Prepare reports and presentations for various audiences including Board members, administrators, faculty, staff, and members of the community.
- Performs other related duties as required.
- Provide support for special projects as needed.

## **EDUCATION AND EXPERIENCE**

- A master's degree or equivalent and minimum of 3 years of increasingly responsible experience in higher education leadership.

### **Experience required:**

- Supervising diverse personnel in a range of positions.
- Administrative experience in a key position with decision-making responsibility
- Demonstrated knowledge of and experience with educational program planning, student services, research, and strategic planning.
- Demonstrated achievement in promoting student enrollment, success, retention, and outcomes.
- Demonstrated ability to work collegially in a participatory governance environment.
- Knowledge of regional accreditation standards and practices.



## **SPECIAL SKILLS OR REQUIREMENTS**

### **Knowledge of:**

- Principles, theories, and concepts of educational and student support services and program
- Principles of strategic planning and program development and review
- District organization, operations, policies, procedures, and objectives
- Methods and techniques of research, analysis, and data-driven decision making, including use of data in planning and institutional effectiveness
- Applicable federal and state regulations pertaining to instruction and student services
- Principles of supervision, training, and performance evaluation
- Principles of business letter writing and report preparation, English usage, spelling, grammar, and punctuation

### **Ability to:**

- Communicate effectively, both verbally and in writing, to a diverse range of individuals.
- Interpret and apply applicable federal, state, and local policies, laws and regulations.
- Recruit, train, motivate and retain staff.
- Plan and organize workflow to meet schedules and timelines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Compile, assemble, and interpret data from diverse sources.
- Maintain accurate and complete records and files.
- Adapt to changing technologies.
- Work independently.
- Establish and maintain effective working relationships.

## **WORKING CONDITIONS**

### **Environment**

- The primary worksite is in the GCCCD District Services facilities, currently located on the campus of Grossmont College.

### **Physical Abilities**

- Sitting and/or standing for prolonged periods of time.
- Lifting, moving and carrying light objects.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate a variety of office equipment including computer keyboard and peripheral equipment.
- Hearing and speaking English to exchange information on the telephone, in writing, or in person.
- Seeing to read and verify data, prepare various materials and view a computer monitor.
- Ability to travel to various locations by car and airplane for conferences and meetings.

