

**Interim Associate Vice Chancellor,
Student Success Programs and
Innovation
District Office
Kern Community College District JOB
DESCRIPTION**

Definition

The Associate Vice Chancellor, Student Success Programs and Innovation (SSPI), reports directly to the Deputy Chancellor and provides overall leadership in the planning, organization, administration, evaluation, and implementation of a comprehensive enrollment management plan, innovations and special programs throughout the District.

Example of Duties

1. Serve as a leader in the planning, development, and implementation of a Districtwide comprehensive enrollment management plan to establish Full-Time Equivalent Students (FTES) targets and FTES projections. Collaborate with the Colleges Vice Presidents of Student Affairs, or designee, to ensure college outreach activities support the District's enrollment management and recruitment goals.
2. Provide leadership and support, to KCCCD's colleges in implementing data driven strategies to increase enrollment for credit and non-credit students.
3. Initiate, plan, organize, and develop programs relating to strategic alignment with the Governor's Roadmap for California Community Colleges and the Vision 2030.
4. Develop and maintain student-focused success programs that ensure students receive an integrated, efficient, and effective experience in alignment with KCCCD's colleges core values. Coordinate with College administrators to facilitate student recruitment, retention, and graduation successes, particularly for underrepresented student groups to achieve the goals of the Board.
5. Develop metrics and collaborate with IT in the use of analytics to assess the effectiveness of recruitment and enrollment efforts.

6. In collaboration with the colleges Marketing Departments, develop and implement marketing strategies, including social networking, to improve and maintain recruitment and to expand specific markets.
7. Provides leadership and direction to the districtwide Matriculation Workgroup, Enrollment Management Committee, District Early College Program, Express Enrollment Process, Directors of Admissions & Records and other enrollment related committees.
8. Serve as a liaison for the district colleges in building and maintaining external relationships with workforce preparation programs, adult education centers, high school districts, community-based, faith-based, and non- profit organizations.
9. Research and analyze issues and interpret state and federal regulations and legislation impacting assigned areas of responsibility.
10. Represent the District at public functions as appropriate.
11. Supervise and direct assigned employees, including performance reviews.
12. Perform other duties as assigned.

Qualifications

Minimum:

- Master's Degree from an accredited college/university.
- Two years of progressively responsible experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Desired Qualifications:

- Demonstrated experience developing and implementing comprehensive enrollment initiatives.

Knowledge and Abilities

Knowledge of:

- Enrollment management strategies and plans in community colleges.
- Current practices/issues in enrollment management.
- Data collection and analysis to support successful student enrollments.
- Principles of management, supervision and training.
- Budget development and administration.
- Collaborative strategies for diverse groups/populations.
- Mission of comprehensive community colleges;

Ability to:

- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to compile clear, accurate statistical reports and surveys; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.
- Provide leadership in the pursuit of achieving optimal institutional outcomes for student recruitment, retention, and graduation.
- Supervise, evaluate, and assist assigned personnel.
- Embrace and work effectively within a system of participatory governance in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Analyze institutional research, and use data to guide enrollment strategies.
- Effectively represent the District in the community.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.

3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)