

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Vice President of Student Services

DEPARTMENT: Student Services

REPORTS TO: President

SUPERVISES: Director of Student Support, Director of Financial Aid, Registrar, Recruiting and Advising Staff.

FLSA: Exempt X Non-Exempt

DOCUMENT STATUS: **New/Date:** X / 1-9-19 **Revision #:** 2 **Date:** 05/05/2021

TRAVEL: Travel is required

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** **RANGELY** **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

Serves as one of three Vice Presidents college-wide, with cabinet level responsibilities. This position is responsible for all aspects of Student Affairs including but not limited to: Admissions, advising, retention and registration. The Vice President of Student Services serves as the Senior Executive Officer responsible for providing leadership and general management for Student Affairs. Their primary role will be to promote and oversee implementation of policies, procedures and a climate which fosters access, equity, inclusion and diversity. This position will oversee the development of a strategic enrollment management plan and campus engagement and co-curricular learning strategy, to increase enrollment, student success, engagement and completion.

PRIMARY DUTIES:

Student Affairs & Enrollment Management

1. Participate in, and coordinate, student academic advising and learning support activities with other staff within the Student Affairs Division and Instruction Division.
2. Oversee all aspects of Student Affairs and Student Life including advising, financial aid, recruiting, and student activities.
3. Recommend, develop, and implement policies and procedures that promote student success.

4. Function as the College's Director of Enrollment Services. As such, will manage the overall scope of the admissions process from inquiry to application to matriculation. Defines enrollment management department objectives and ensures that they align. Oversee Student Services and Enrollment Management operations at both the Rangely and Craig campuses.
5. Create, assess, update, and implement a Strategic Enrollment Management Plan that is data informed and aligns with the mission and vision of CNCC. Collaborate with marketing and communications on issues pertaining to the overall image of the College and promoting its mission and vision.
6. In collaboration with an enrollment management team chaired by this position, design, execute and assess a comprehensive annual recruitment and retention plan that includes outreach to conferences, exhibits, events, colleges and universities, diverse populations and cultural groups as well as strategic partnerships.
7. Lead all recruitment, retention, and completion efforts by creating innovative enrollment strategies to sustain and grow the enrollment numbers at CNCC.
8. Work with campus leaders and faculty to determine the best placement methods for students in order to ensure success in their classes.
9. Formulate and develop student personnel policies, rights to privacy and appropriate disciplinary procedures. Monitors academic probation and dismissal. Handles student issues related to complaints, conduct, academic dishonesty, instructor concerns and club activities.
10. Ensure a welcoming, accepting, and fair campus environment and comprehensive student life program.
11. Oversee the counseling or advising of individuals and groups on matters pertaining to personal problems, educational and vocational objectives, social and recreational activities, and financial assistance.
12. Works closely with the non-credit area of the College to convert non-credit students to credit students.

Overall Leadership

1. Serve on President's Cabinet and Advisory Group to establish programs and policies that fulfill the mission and vision of the College. May serve in the President's stead.
2. Facilitate and foster open communication and positive working relationships with all college departments.
3. Develop and monitor the budget of areas of responsibility.
4. Provide primary leadership, direction, and support for CNCC on a day-to-day basis under the guidance of the President with special emphasis on Student Affairs. Represent the College in the community on matters pertaining to student programs and activities.
5. Work collaboratively within the college and with the System Office on student life, recruitment, retention, advising, and other student services.
6. Work as the Chief Administrative Officer on matters concerning students and student life.
7. Promote respect for students, faculty and staff and works to recognize initiative and excellence.
8. Ensure compliance with federal, state and CCCS rules and regulations.
9. Attend, and actively participate in, system-wide Student Affairs officers meetings.
10. Participate in the hiring, supervision, and evaluation of full-time staff as appropriate.
11. Develop, foster and promote new opportunities with public and private sector entities.
13. Ensure compliance with applicable Federal (e.g. Title IX), State and local laws, policies, and regulations in relation to System, Board and College policies, including reports as required in the areas of resource allocation and management systems.
14. Oversee grants that relate to student services and activities.

15. Maintain open communication with the President. Provide overall strategic leadership for the College in all student affairs functions, with guidance from the CNCC President.
16. Serve on committees and councils as directed, and performs other duties as assigned by the President.

MINIMUM/ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

- 1. Education and Training:** Master's Degree
- 2. Prior Related Experience:**
 - A minimum of five years' experience in student affairs, teaching, or other areas in higher education.
 - Supervisory experience
 - Enrollment experience in a collegiate setting
 - Title IX experience
- 3. Equipment Skills:**
 - Microsoft software knowledge including Word and Excel
- 4. Other Qualifications:**
 - Excellent written and verbal skills. Must be able to communicate effectively with faculty and staff members
 - Evaluate systems that reward innovation, team accomplishment and measurable outcomes
 - Provide succession planning processes for college leadership

PERFERRED QUALIFICATIONS

- 1. Prior Related Experience:**
 - Five + years' experience in Student Affairs Administration
 - Rural college experience

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Review of applications will begin immediately.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing			X			
Balancing			X			
Reaching Overhead			X			
Reaching Extension				X		
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.		X				
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements				X		
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____