



Job Title	<u>Assistant Vice President, Learning Support Services</u>	Job Code	<u>SD0819</u>
Pay Plan	<u>A&P</u>	Pay Grade	<u>22</u>
Union	<u>Non-Union</u>	FLSA Status	<u>Exempt</u>
Job Family	<u>Student Development & Enrollment Services</u>	Union Code	<u>0</u>
		Subfamily	<u>Student Success Services</u>

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Student Success Services Professionals provide quality programs and services that support student success.

Job Summary

Provides vision, leadership and management for learning support services units within Student Development and Enrollment Services. These units serve and inspire students from pre-enrollment through post-graduation to embrace learning while striving for academic excellence. They also create opportunities for student success, retention, and graduation by providing academic services, advocacy, accommodations and other learning support services for students and the community

Representative Duties

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- Utilizes data and evidence-based practices to provide budget management, staff supervision, training and development, program planning and assessment activities for the offices of Inclusive Education Services, Student Accessibility Services, Student Academic Resource Center, and the University Testing Center
- Leads and or support division-wide projects to enhance students' holistic development and academic success
- Leads and supports university-wide projects to support student success and safety
- Serves on search committees, participating in fundraising initiatives, participate in student recruitment and transition efforts, and supporting student safety and security measures

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Master's	Terminal
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 5+ years of leadership experience OR 5+ years of relevant work experience with a Terminal Degree 5+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.