



<b>Job Title</b>	<u>Associate Vice President, Student Success</u>	<b>Job Code</b>	<u>SD0820</u>
<b>Pay Plan</b>	<u>EXC</u>	<b>Pay Grade</b>	<u>24</u>
<b>Union</b>	<u>Non-Union</u>	<b>FLSA Status</b>	<u>Exempt</u>
<b>Job Family</b>	<u>Student Development &amp; Enrollment Services</u>	<b>Union Code</b>	<u>0</u>
		<b>Subfamily</b>	<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 directions to Student Development and Enrollment Services departments. Utilizing data driven approaches, these units create opportunities for student success, persistence, retention and completion. The focus of the units is to facilitate successful student transitions, learning opportunities and experiences by providing the foundation and support for academic, personal and career success. Provides advice and counsel to Vice President.

**Representative Duties**

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- Provides oversight for SDES units utilizing data and budget management, lead program development, planning and assessment
- Works collaboratively with colleges and campus partners to improve student retention and graduation success metrics
- Utilizes technology and provides leadership for a predictive analytics platform to develop insights and early identification of students at risk
- Gathers and analyzes data and generates reports in support of retention and graduation initiatives
- Identifies gaps, barriers and transitional issues that impact student progression
- Develops plans, programs and systems that facilitate first year transition, appropriate academic learning support, academic advising, career development, personal growth opportunities and strong operational services
- Implements retention and intervention programs that identify high risk students and develop comprehensive initiatives to improve retention and graduation rates of student populations
- Provides leadership for student success process improvement efforts
- Leads and supports national, university and divisional projects to enhance student success, retention and graduation
- Served on multiple university and national committees

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Master's	Terminal
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
10+ years of relevant work experience 5+ years of leadership experience OR 7+ years of relevant work experience with a Terminal Degree 5+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**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.**