

## Assistant Vice President for Retention and Transitions Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=246028>

Downloaded On: Oct. 1, 2024 6:27pm

Posted Sep. 30, 2024, set to expire Jan. 28, 2025

<b>Job Title</b>	Assistant Vice President for Retention and Transitions
<b>Department</b>	STUDENT AFFAIRS
<b>Institution</b>	Old Dominion University Norfolk, Virginia
<b>Date Posted</b>	Sep. 30, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate Vice-(Provost/Chancellor)
<b>Academic Field(s)</b>	Student Affairs
<b>Job Website</b>	<a href="https://jobs.odu.edu/postings/21695">https://jobs.odu.edu/postings/21695</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Job Summary

The Assistant Vice President for Retention and Transitions will report to the Senior Associate Vice President for Student Engagement and the AVP will be responsible for the development, implementation and assessment of initiatives, programs, and services designed to increase student retention, address issues of equity and persistence, and support student transitions. This position will have direct supervision and oversight of four units that program and provide services that promote, encourage, and support student retention and transitions with an emphasis on closing the achievement gap of first-generation, low-income, and traditionally underserved populations.

Position Type FullTime Type of Recruitment General Public Minimum Qualifications

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- **Master's degree in Student Affairs administration, College Student Personnel or other related fields.**
- Considerable exhibited knowledge and skills in data analysis and reporting along with evidence-based decision making.
- Excellent organizational, planning and leadership skills
- Strong oral and written communication skills.
- Proven ability to manage multiple priorities and complex issues.
- Demonstrated ability to serve as a results-driven strategist and effective change agent working collaboratively with campus partners to facilitate a university-wide approach to campus-based undergraduate retention and transition efforts.
- Demonstrated ability to enhance student learning and provide a student-centered learning environment.
- Demonstrated adaptability, including being comfortable with change.
- Considerable years of experience in supervision and management of personnel, departments, and budgets. Considerable experience with like units, data analysis, and reporting.

### Core Responsibilities

#### 1. **Leadership and Strategic Planning: (40%)**

- Serve as a member of the Vice President for Student Enrollment, Engagement & Services cabinet.
- Provide leadership, administrative and fiscal budget oversight on policy, procedures, protocol and process development for retention and transitions.
- Serve as the primary representative to coordinate, implement and assess initiatives related to equity, persistence, retention, completion, and post-graduation success for campus-based students.
- Lead, integrate, and align programs, staff, and service operations. Provide supervision, direction, and vision to the following areas, Center for Orientation, Retention, and Exploration (CORE), Center for Career & Leadership Development, Office of Educational Accessibility, and the Military Connection Center. Directly supervise four-unit leaders and indirectly supervise 51 full-time employees dedicated to retention and transitions.
- Serve on committees, task forces, and work groups as appropriate.
- Perform other related duties or special projects as assigned by the Senior Associate Vice

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President for Student Engagement and/or Vice President for SEES.

### **2. Data and Technology: (25%)**

- Analyze, report and advise on student data and retention metrics to identify trends, patterns, and areas for improvement, and utilize findings to inform strategic decision-making; implement strategies that increase student success key performance indicators.
- Evaluate and infuse appropriate technologies and practices for improved communication with and tracking of students.
- Work collaboratively with colleagues across the university to address data/reporting blind spots or system inefficiencies; maintain a mindset of continuous improvement as a means of facilitating strong data and reporting architecture.

### **3. Program Development and Collaboration: (35%)**

- Work collaboratively with colleagues in the Division of Student Enrollment, Engagement & Services to provide a positive, seamless experience for campus-based students.
- Collaborate with other campus units/departments on initiatives related to enrollment management and post-graduation success; represent SEES as a high-level collaborator and problem solver alongside Academic Affairs colleagues, and other campus stakeholders.
- Lead the development and implementation of programs and services to support students during critical transition points, such as orientation, summer bridge programs, first-year experience, living learning communities, major exploration, career placement, and graduation.
- Exhibit demonstrated success in developing retention strategies that include mentoring programs and other services to address barriers to student retention.
- Develop and maintain effective working relationships with Academic Affairs leadership, academic deans, advisors, and instructors to encourage participation by academic units in undergraduate campus-based student retention.
- Stay abreast of best practices, emerging trends, and research in student retention, transitions, and success initiatives in higher education, and incorporate relevant insights.
- Recommend new or revised policies and procedures related to student services, student retention, and campus-based undergraduate student success.

### Preferred Qualifications

- Doctoral degree in field related to Student Personnel or Administration of Higher Education.



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- Extensive progressive professional experience in Student Affairs, enrollment management, and/or student success to include management of personnel, units/departments, and budgets.
- Comprehensive experience in data analytics, performance tracking, and strategic enrollment management.

### Conditions of Employment

Completion of Statement of Personal Economic Interest is required upon hire.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact