

Associate Vice President of Student Affairs
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251001>

Downloaded On: Jan. 6, 2025 3:45pm

Posted Dec. 31, 2024, set to expire May 2, 2025

Job Title	Associate Vice President of Student Affairs
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Dec. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Student Affairs
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/City-Campus---Downtown-Buffalo/Associate-Vice-President-of-Student-Affairs_J0002383
Apply By Email	
Job Description	

Department:

Vice President for Student Affairs

Salary/Hourly



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\$90,000.00 Annual

Union/Position Status:

SES

Posting Closing Date:

January 31, 2025

Applications must be submitted by 11:59 PM the evening **before the posting closing date.**

Please note that the posting will close at midnight (12:00 AM) on the posting closing date.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

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The Vice President of Student Affairs is a visionary and student-centered leader reporting directly to the President and serving as a member of the senior leadership team. The VP/SA provides strategic direction and operational leadership for the college's student affairs division. The Vice President for Student Affairs is charged with the planning, budgeting and operational management of all assigned areas of student affairs and is responsible for the leadership and supervision of college-wide issues related to students. This individual will champion equity, inclusion, and student success through dynamic programming, robust support services, and collaborative partnerships. The VP/SA will play a pivotal role in shaping a campus environment that promotes student engagement, retention, and achievement.

TYPICAL WORK ACTIVITIES:

Strategic Leadership:

- Develop and execute a comprehensive vision for student affairs aligned with SUNY Erie's mission and strategic plan.
- Lead the design and implementation of programs and services that support student retention, persistence, transfer, and graduation.
- Comply with State, Federal and regulatory agencies.
- Provide leadership in planning, programming, and project development and implementation.
- Analyze data and make recommendations regarding programs and activities, prerequisites and initiatives and develop appropriate metrics and tracking mechanisms to measure overall effectiveness.

Student Support and Engagement:

- Oversee critical student services, including new student orientation, career services, student activities, accessibility resources, intercollegiate athletics, and veteran's services.
- Foster a campus culture prioritizing student engagement, leadership development, and co-curricular learning.

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Equity and Inclusion:

- Drive initiatives that address equity gaps and promote an inclusive campus environment including programs like Men of Merit and MOMS.
- Develop programs that support the unique needs of diverse populations, including first-generation, low-income, and non-traditional students.

Collaboration and Advocacy:

- Collaborate with academic affairs, faculty, and external stakeholders to enhance the overall student experience.
- Identifies and assesses current and future organizational development needs through process analysis and collaboration with senior management to meet College objectives.
- Advocate for students and serve as an authoritative voice on student success and well-being issues.

Operational Excellence:

- Manage budgets and resources efficiently to support student affairs programs.
- Supervise and mentor student affairs staff, fostering a culture of innovation, accountability, and professional growth.

Performs all other duties and responsibilities as assigned or directed by the president or designee.

KNOWLEDGE, SKILLS, AND ABILITIES:

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Core Competencies

A strong leader who has demonstrated competence in the following areas:

- Student-Centered Leadership: Demonstrated ability to create programs and policies prioritizing student success, engagement, and well-being.
- Collaborative Leadership: Ability to build strong partnerships across divisions within the college and with community stakeholders.

Leadership Attributes

- Inspirational Leader: Able to motivate and unite teams around a shared vision.
- Effective Communicator: Skilled in interpersonal communication, public speaking, and active listening.
- Innovative Problem-Solver: Resourceful in addressing challenges and fostering creative solutions.
- Resilient and Adaptable: Maintains composure and effectiveness in dynamic or high-pressure situations.
- Ethical and Transparent: Demonstrates integrity and accountability in decision-making and resource management.
- Innovative Talent Manager: Adept at assessing team members' strengths and potential contributions and the ability to position them in roles that allow them to thrive.

MINIMUM QUALIFICATIONS:

- Master's degree in higher education administration, student affairs, or a related field (doctoral degree preferred).
- Minimum of seven years of progressive leadership experience in student affairs or related areas, preferably in a community college setting.
- Comprehensive knowledge of student development theory, retention strategies, and current trends in higher education.
- Proven track record of advancing diversity, equity, and inclusion initiatives.

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PREFERRED QUALIFICATIONS:

- Doctoral degree preferred.
- Progressive leadership experience in student affairs preferably in a community college setting.

SPECIAL REQUIREMENTS:

Official transcripts will be required for successful candidates within 30 days of hire.

Compensation will be between \$90,000 - \$95,000 as per your experience and credentials.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a



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witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 270-5735

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information



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

Contact

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