



**Monroe
Community
College**
STATE UNIVERSITY
OF NEW YORK

Monroe Community College - Associate Vice President, Student Services (DC)

Thank you for considering Monroe Community College in your search.

About Monroe Community College:

Monroe Community College is a unit of the State University of New York (SUNY) and is one of only nineteen community colleges across North America selected for board membership in the League for Innovation in the Community College. Founded in 1961, MCC prides itself on providing an affordable, quality education for more than 12,000 students in the Rochester area. MCC is a large institution offering over 100 programs across two main campuses, two specialized centers, and various community sites.

MCC embraces inclusion and diversity, offering activities and programs to enhance the personal and professional development of faculty, staff, and students. The College welcomes candidates who are committed to MCC's mission of access and academic excellence and a desire to work in a diverse and dynamic environment.

Job Description:

Function of Position:

The Associate Vice President, reporting to the Vice President of Student Services, provides oversight and management of all student services functions at Monroe Community College's Downtown Campus. The Associate Vice President supports the overall functions of the Student Services division by providing goal-setting, strategic planning, and assessment of the student services operation at the Downtown Campus.

Examples of Duties & Responsibilities:

Primary Functions:

- Provides leadership, supervision, and management, in collaboration with Brighton campus staff, of Downtown Campus Student Services, including, but not limited to, functions related to admissions, student accounts, counseling, financial aid, registration and records, testing and placement, student activities, and student conduct.
- Manages department leaders, holding them accountable for results of individual and shared goals, coordination and collaboration within Student Services and with community stakeholders
- Oversees the College conduct policy at the Downtown Campus as it relates to student behavior, disciplinary sanctions, and appeal procedures
- Administers and coordinates policies, procedures, and practices in areas of regulatory compliance
- Collaborates with other Downtown Campus executive team members, staff, faculty, and external constituencies to support Downtown Campus enrollment and retention efforts
- Develops and manages Downtown Campus Student Services budget, including the procurement, management, and oversight of funding from external agencies
- Manages and participates in the development and implementation of divisional goals, objectives, and activities

Secondary Functions:

- Engages in ongoing benchmarking of best practices to ensure strong evidence-based services and programs
- Assist in the coordination of the Student Services response to major crises and other unusual events impacting students in the College community
- Participates in strategic college-wide committees

- Serves as a member of the MCC Association, Inc. Board of Directors
- Represents the College in local and state forums
- Performs others duties as assigned by the Vice President of Student Services.
- Maintains confidentiality, as appropriate according to law or policy, of information acquired in the work of the College

Provides Supervision For:

Director of Student Engagement
 Director of Financial Aid Compliance
 Director of Student Services (Downtown Campus)
 Secretary to the Downtown Campus Associate Vice President
 Grants management personnel for targeted initiatives

MCC Expectations:

- Leads, supervises, coordinates, and evaluates any direct reports, departments and programs - adhering to appropriate college procedures
- Responsible for adhering to the College Code of Conduct
- Responsible for contributing to and maintaining an inclusive and collaborative College environment
- Responsible for maintaining technological competencies utilized by the College
- Commitment to the philosophy of a comprehensive community college
- Works effectively within SUNY as part of a state system
- Commitment to professional growth

Requirements:

Required Qualifications:

- Earned master's degree in Counseling or Student Personnel Administration or a closely related field
- Minimum of five years of progressive higher education administrative experience in a student services related field with demonstrated competence in administration (including supervision), student development, budget planning and management
- Demonstrated ability to manage multiple work priorities, organize and plan projects effectively
- Demonstrated knowledge and sensitivity to a diverse student community
- Excellent written and verbal communication skills
- Broad knowledge of student development theories and higher education law, and ability to apply theories of student development and leadership to professional practice and programming
- Demonstrated strong interpersonal skills necessary for interaction with students, faculty, staff, and parents
- Successful experience building internal and external collaborative partnerships
- Demonstrated ability to develop assessment plans, including the ability to use assessment results to improve the effectiveness of services and programs for students

Preferred Qualifications:

- Earned doctoral degree in Counseling or Student Personnel Administration or a closely related field
- Experience working in an urban community college setting