

## Position Description

**Position Title:** Provost and Vice President, Academic and Student Affairs  
**Division:** Academic and Student Affairs  
**Department:** n/a

### Summary and Purpose of Position:

As a member of the executive leadership team, reporting directly to the College President, the Provost and Vice President, Academic and Student Affairs (Provost and VP) serves as the chief academic and student affairs officer at Monroe Community College (MCC). In support of the College's mission, vision, and core values, the Provost and VP brings dynamic, strategic, and equity-focused leadership to develop and ensure the rigor and relevance of instructional programs and services under their oversight; facilitate continued development of innovative teaching practices; enhance and advance student success; ensure open access to higher education; and enrich the campus life experience for students and employees. The Provost and VP is responsible for fostering an environment that supports effective use of data and data analytics in decision-making; celebrates a deep commitment to diversity, equity, and belonging; values the potential for and attainment of excellence in all aspects of the collegiate experience; and embodies openness, inclusion, and teamwork in a unionized environment, modeling the same for others. The Provost and VP works collaboratively with the President and the executive leadership team to champion robust, cohesive, and holistic institutional approaches to student success, bolstered by academic and organizational excellence. The Provost and VP serves as a highly competent, trustworthy, forward-thinking, and respected advisor to the President, driving institutional strategies that advance MCC's regional and national reputation as an innovative leader among best practices colleges.

### Primary Functions:

- Plan, coordinate, and direct the overall function of the Academic and Student Affairs (ASA) division in accordance with State University of New York (SUNY) policies, Monroe Community College Board of Trustees policies, shared governance structure, and as required by law.
- Advance effective programs and services through the efficient and sustainable use of resources, and invest in students, faculty, staff, facilities, and technology to provide an inclusive culture and relevant education.
- Contribute to the development of strategies and achieve goals and targets as directed by the President to advance MCC's strategic priorities, directions and goals, as well as other major initiatives.
- Affirm, support, and celebrate the College's commitment to diversity, equity, and belonging as it relates to students, curriculum, and employees.
- Supervise administrators and ensure proper supervision, evaluation, and professional development of all personnel within the ASA division.

- Ensure the development of high-quality degree and certificate programs with labor market relevance, economic impact, and flexible delivery modalities designed for optimized access, excellent student learning and transfer outcomes, and workforce employment, including the evaluation of existing programs to meet evolving transfer and workforce demands.
- Develop, launch, and implement the new Strategic Enrollment Management (SEM) plan to maximize recruitment, retention, persistence, completion, and post-completion success.
- Use effective strategic enrollment and success strategies across the student life cycle (pre-entry, enrollment, retention, completion, and post-completion) to ensure that the packaging and offering of courses and programs meet student demands and expectations, as well as institutional strategic goals.
- Uphold academic and student affairs standards consistent with the expectations of the Middle States Commission on Higher Education (MSCHE) and other external accrediting and regulatory or compliance agencies.
- Develop, implement, and ensure the reliability and continuous improvement of effective and comprehensive systems of assessment of student learning.
- Strategically collaborate across all areas of the College to develop and streamline guided learning pathways for new, continuing, and returning students.
- Engage actively in the design and implementation of MCC's Facility Master Plan, specifically for allocation and improvement of spaces for which the Provost and VP oversees.
- Contribute expertise that continuously improves the College's favorable overall financial positioning with local, state, and federal agencies and grantors through strategic resource management and the teaching and learning excellence of the ASA division.
- Secure and prioritize opportunities for scholarship, research, programming, and other forms of professional development which promote the teaching and learning excellence of teaching faculty and professional staff; incentivize and recognize employee excellence and their achievements; develop and consistently deliver relevant, comprehensive, and timely onboarding experiences for new ASA employees.
- Advance MCC's commitment to shared governance through faculty and student governance; demonstrate commitment to shared governance in planning and managing change, the ability to reduce conflict, and facilitate a shared commitment to excellence; and represent the President and executive leadership team to the Faculty Senate.
- Demonstrate a commitment to building and maintaining healthy management-labor relationships in a collective bargaining environment; leverage the collective strength of diverse constituencies in the ASA division through a shared goal of student success.
- Exhibit an astute understanding of employee collective bargaining agreements to inform factual, inclusive, and equitable recommendations to the President regarding employee matters concerned with the appointment, reappointment, non-renewal, retention, tenure, and promotion of appropriate personnel; review policies, procedures, and contract language, and make recommendations to the

President, as appropriate.

Secondary Functions:

- Maintain a record of research and scholarship contributions to scholarly journals and publications.
- Perform additional duties as assigned by the President.

MCC Expectations:

- Commits to the MCC Mission, Vision, and Values
- Adheres to the College Code of Conduct
- Contributes to and maintains an equitable, inclusive, and collaborative College environment
- Contributes to and maintains technological competencies utilized by the College
- Commits to the philosophy of a comprehensive community college
- Commits to professional growth
- Contributes to the achievement of MCC's strategic priorities, Directions and Goals

Required Qualifications:

- Doctorate degree from a regionally accredited college or university
- A record of distinguished research, scholarship, and teaching, preferably in a community college
- A minimum of five (5) years of progressive administrative experience in higher education at the dean or other equivalent administrative level, preferably in a community college
- Experience working with national, regional and/or programmatic accrediting agencies
- Demonstrated success championing institutional change
- Demonstrated record of hiring, developing, and retaining talent with diverse skills and perspectives, resulting in cohesive and high-functioning teams
- Demonstrated success setting and achieving results with clear and measurable goals
- Demonstrated success developing and managing complex budgets to meet agreed upon targets
- Demonstrated success fostering and maintaining an inclusive and equitable learning and working environment in a diverse higher education setting
- Exceptional listening and communication skills with demonstrated ability to build and maintain positive relationships with internal and external constituencies
- Evidence of successful advocacy efforts and political astuteness, preferably in a publicly-funded higher education setting
- Skilled public speaker in a range of settings and before audiences of varying sizes

Preferred Qualifications:

- Higher education teaching experience leading to tenure
- Leadership experience in a publicly-funded higher education setting
- Work experience in a system environment
- Leadership experience in a multi-campus or multi-site college or university
- Supervisory responsibility for personnel in collective-bargaining unions
- Service in a leadership role to advance national student success strategies such as Guided Pathways™, Achieving the Dream™, etc.

Supervised By: College President

Provides Supervision For:

- Assistant to the Provost and Vice President
- Associate Vice President, Academic Services
- Associate Vice President, Instructional Services
- Academic Deans (3)
- Associate Vice President, Student Services
- Associate Vice President, Strategic Student Success Initiatives
- MCC Association
- Project Director, Title III Grant