

Associate Vice Chancellor, Student Affairs Operations
Austin Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=166576>

Downloaded On: Dec. 2, 2021 8:32am

Posted Sep. 8, 2021, set to expire Jan. 4, 2022

Job Title Associate Vice Chancellor, Student Affairs Operations

Department

Institution Austin Community College District
Austin, Texas

Date Posted Sep. 8, 2021

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate Vice-(Provost/Chancellor)

Academic Field(s) Administration - Student Affairs

Job Website https://eapps.austincc.edu/ehire/posting/online_version.php?job_num=2109013

Apply By Email

Job Description

Job Number 2109013

Associate Vice Chancellor, Student Affairs Operations



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Closing Date: 09/17/2021

Take me to ACC's online application.

Position Information

Location

Highland Business Center

Hours

Monday - Friday; 8:00am - 5:00pm with some evenings and weekends

Salary

Salary Commensurate Upon Experience.

FLSA Status

Exempt

Reports To

Vice Chancellor, Student Affairs

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Criminal Background Check

Pre-employment criminal background checks are required for all Staff and Faculty positions. Pre-employment urinalyses drug screens are also required for all top candidates considered for positions in ACC's College Police department.

General Statement of Job

This AVC of Student Affairs Operations will focus on accountability and processes and process improvement to maximize efficiencies to serve the ever-evolving student. Of important note, this role will not serve as a buffer to the Student Affairs team. This role will be the anti-buffer, working to promote accessibility between the VCSA and all Student Affairs staff and students. The best individual for this role will excel at genuine relationship-building; someone who builds bridges rather than barriers.

Description of Duties and Tasks Essential duties and responsibilities include the following. Other duties may be assigned.

Provides leadership and oversight of staff. Coaches, directs, mentors, evaluates, and counsels personnel while adhering to organizational human resource policies and procedures as well as related employment laws.

Collaborates with executive Student Affairs team members to determine and prioritize student success strategies.

Oversees the centralized management of Student Affairs budgets, prioritizing spending based on strategy, technical solutions, student onboarding and communication, and staff engagement and professional development.

Provides leadership for the implementation of enrollment data systems, analysis and utilization of customer relationship management software.

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Ensures the VCSA's time is best used, looping her into meetings and conversations to generate meaningful access for Student Affairs leadership.

Provides Student Affairs leaders with recommendations and consultation to improve teamwork. implementation/completion of division-wide initiatives.

Plans, coordinates and keeps contents of leadership meetings focused.

Works with the VCSA to determine key performance indicators and implements how to measure division wide performance.

Represents ACC in the community collaborating with school districts, businesses, community organizations and other stakeholders.

Chairs as well as participates in committees, shared, and non-shared governance meetings.

Represents the college on student services policy and coordination issues within the community, college system, and state.

Establishes and maintains partnerships and other community relationships that expand the college's ability to serve the community.

Responsible for other reasonable, related duties as assigned.

Additional Job Specific Duties

Demonstrated ability to move with professional swiftness in a fast-paced environment
Demonstrated ability to manage multiple projects with fast-approaching deadlines

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Demonstrated ability to work with internal and external partners

Knowledge Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Demonstrate strong communication skills inclusive of proving original writing and editing and verbal communication with varying audiences.

Demonstrate expertise in project planning, development and implementation.

Presenting information and summary reports internally and to the public.

Understanding of the community college philosophy mission.

Handling the demands and requirements of senior-level management in higher education.

Effective management and leadership models and techniques, including Servant-Leadership Principles.

Skills Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Maintain and established work schedule including some evenings and weekends.

Working collaboratively with diverse constituencies.

Maintaining confidentiality of work-related information and materials.

Working effectively with a diverse and multi-cultural student body and staff.

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Providing leadership at all levels of the college.

Planning and managing budgets and manpower needs.

Ability to diffuse workplace conflict using strong interpersonal skills.

Ability to successfully manage multiple projects simultaneously.

Excellent problem-solving skills.

Highly resourceful and self-motivated.

Excellent analytical skills with a strategic mindset.

Technology Skills

Use a variety of spreadsheet, word processing, database, and presentation software.

Use web-based application, database management techniques, and education software applications.

Required Work Experience

Five years related work experience, including management, in a higher education environment.

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Preferred Work Experience

Experience in executive-level strategy support, excellent communication skills, high-level of integrity and relationship building

Required Education

Master's degree. Experience cannot be substituted for required, applicable educational level.

Physical Requirements

Work is performed in a standard office or similar environment.

Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.

Occasional lifting of objects up to 10 pounds.

Safety



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Provide resources for safe operation of units. Create and support workplace safety.

HR Use Only

Updated 08-17-2021.

ACC Benefits Overview

Full-time Faculty and Staffing Table employees who work in full-time and/or part-time positions at the College are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D.

ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by Federal law.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.

Austin Community College provides equal employment opportunities (EEO) to all employees and



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applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Contact Information

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

Contact