Vice President, Student Success
Santa Monica College

Job Title	Vice President, Student Success
Department	Student Affairs
Institution	Santa Monica College
	Santa Monica, California
Date Posted	Jul. 23, 2025
Application Deadline	09/04/2025
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Student Affairs
Apply Online Here	https://apptrkr.com/6399984
Apply By Email	
Job Description	

Vice President, Student Success

Santa Monica College

Salary: $242,536.00 - $281,170.00 Annually

Job Type: Academic Administrator

Job Number: 00324

Vice President, Student Success
Santa Monica College

Location: CA 90405, CA

Closing: 9/4/2025 11:59 PM Pacific

Job Duties

COMMITMENT TO EQUITY AND DIVERSITY

With the goal of ensuring the equal educational opportunity of all students, Santa Monica College embraces diversity among students, faculty, staff, and the communities we serve as an integral part of our history, a recognition of the complexity of our present state, and a call to action for a better future. Embracing diversity means that we must intentionally practice equity and respect toward one another, and understand that discrimination and prejudices create and sustain privileges for some while creating and sustaining barriers for others. In order to embrace diversity, we also acknowledge that institutional discrimination and implicit bias exist, and that our goal is to eradicate those vestiges from our system. Our commitment to diversity requires that we strive to eliminate those barriers to equity, and that we act deliberately to create a safe and positive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community. To advance the goals of diversity, equity, inclusion, and social justice for the success of students and employees, we must honor that each individual is unique and that our individual differences contribute to the ability of the college to prepare students on their educational journeys. This requires that we develop and implement policies and procedures, encourage individual and systemic change, continually reflect on our efforts, and hold ourselves accountable for the results of our efforts in accomplishing our goals. We are invested as a community in cultivating and maintaining a climate where equity and mutual respect are both intrinsic and explicit by valuing individuals and groups from all backgrounds, demographics, and experiences. Individual and group differences can include, but are not limited to the following dimensions: race, ethnicity, national origin or ancestry, citizenship, immigration status, sex, gender, sexual orientation, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, religion, creed, military or veteran status, socioeconomic status, and any other basis protected by federal, state or local law or ordinance or regulation. We acknowledge that the concept of inclusion and diversity is ever-evolving, thus we create space to allow our understanding to grow through the periodic review of this statement. In service of these goals, Santa Monica College is committed to fostering an employment environment that offers equal employment opportunity for all and an educational environment that ensures the equal educational opportunity of all students.

Position Profile:

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Under the direction of the Superintendent/President, the Vice President of Student Success serves as the Chief Student Services Officer and a key member of the senior leadership team at Santa Monica College. The Vice President of Student Success provides strategic oversight and operational direction for a comprehensive array of student services and enrollment functions, including but not limited to, Counseling and Retention, Student Success Initiatives, Student Life, Special Programs, Student Outreach and Onboarding, Enrollment Services, Financial Aid, Student Health and Wellness, Marketing and Community College Police, and other duties as assigned. The Vice President is responsible for advancing institutional goals related to equity, student access, retention, student support, and degree completion.

The Vice President champions a student-centered culture across the College, leveraging data-informed decision-making and collaborative leadership to ensure all students-particularly historically marginalized and underserved populations-receive the support needed to thrive academically and personally.

Key Responsibilities:
Strategic Leadership & Vision

- Develop and lead a cohesive vision for student success to support the College's mission, vision, and values.
- Establishes goals, objectives, and provides leadership to the Student Success Management team, faculty, and staff to facilitate accomplishment of the District's Mission, Goals, and Objectives.
- Serve as a key and innovative participant in college planning processes.
- Serve as a strategic advisor to the Superintendent/President and senior management on matters affecting student success and engagement, enrollment trends, and institutional effectiveness, as well as other issues and concerns that fall under the purview of student success.
- Champion a campus-wide culture of inclusion, support, and accountability for equitable outcomes.
- Work within a participatory governance environment, serving as an administrative representative on committees as assigned.
- Collaborate with other college leaders to develop and assess enrollment management strategies.
- Prepare and deliver oral and written reports, recommendations, and presentations to committees, the Board of Trustees, internal constituencies, and external stakeholders.
- Assume leadership for other related projects, and perform other duties as assigned by the Superintendent/President.

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Oversight of Student Success: Support Services & Enrollment Management

- Provide executive leadership for departments including, but not limited to: Admissions & Records, Financial Aid, Counseling, Outreach & Recruitment, Enrollment Services, Counseling and Retention, Student Judicial Affairs, Student Health Services, Disabled Student Programs and Services (DSPS), EOPS/CARE/CalWORKs, Veterans Services, Student Life, Basic Needs, College Police, and other student support programs.
- Oversee the development, implementation, and assessment of policies, programs, and services that promote student retention, academic progression, and goal attainment.
- Lead a comprehensive and data-driven enrollment management strategy, including outreach, onboarding, registration, and persistence efforts.

Access, Student Support and Degree Completion

- Promote equity-driven practices that reduce systemic barriers to student access and success, especially for students from underrepresented and historically marginalized backgrounds.
- Work closely with other college areas and campus leaders to analyze data and implement initiatives that close achievement gaps.
- Advocate for students in institutional decision-making and resource allocation processes.

Organizational Leadership and Development

- Lead and mentor a diverse team of administrators, faculty, and staff across student success functions.
- Provide fiscal oversight for student services and enrollment-related budgets, ensuring alignment with strategic priorities and institutional sustainability.
- Foster a culture of innovation, collaboration, and professional growth within the division.

Collaboration and Community Engagement

- Collaborate with Academic Affairs, Human Resources, Business Services, and other College divisions to create seamless student pathways and support structures.

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- Serve as a liaison to external partners, including K-12 districts, community organizations, and higher education institutions, to strengthen recruitment, transfer, and student support pipelines.
- Represent the College at local, state, and national meetings, and advocate for policies that enhance student access and success.

Knowledge, Skills, and Abilities:

- Deep understanding of student development theory, enrollment management, and student success frameworks.
- Effective leadership, interpersonal, and communication skills with a collegial and transparent management style.
- Ability to inspire and lead change in a complex and dynamic educational environment.
- Demonstrated ability to use data for strategic planning, assessment, and continuous improvement.
- Commitment to fostering a welcoming, inclusive, and equitable college climate.

Minimum Qualifications

- Master's degree from an accredited college or university.
- One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
- Must have sensitivity to and understanding of the diverse socio-economic, academic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, including those with physical and/or learning disabilities as these factors relate to differences in learning styles.

Preferred Qualifications

- At least five (5) years of progressive leadership experience in student affairs, enrollment management, or student services at the postsecondary level, with demonstrated administrative and supervisory responsibilities.
- Doctoral degree in a related field.
- Proven track record of advancing success, equity, and inclusion, for diverse student populations.

- Bilingual or multilingual capabilities, particularly in languages spoken by the College's student population.
- Experience with California Community Colleges and knowledge of applicable laws, regulations, and statewide initiatives.
- Expertise in strategic enrollment planning, student success technologies, and Guided Pathways.

Additional Information

Academic Administrator Application Requirements

A standard application consists of the following:

- Online District Application
- Cover Letter
  - Six pages or less, succinctly stating to what extent the candidate meets the minimum and preferred qualifications sought for this position. The cover letter should also address the essential duties and responsibilities listed in the position description. Candidates should cite specific examples from their background and experience to demonstrate knowledge and expertise necessary for this position.
- Resume
  - Six pages or less.
- Transcript
  - Need not be official at the time of application, which prove sufficient for verifying minimum qualifications for this position. Official transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year. Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position. All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position. Foreign transcripts must be transcribed in English and evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

PLEASE NOTE: IF YOU ARE SELECTED FOR A FINAL INTERVIEW YOU MAY BE REQUIRED TO PROVIDE THREE (3) LETTERS OF RECOMMENDATION TO BE REVIEWED AS A PART OF THE FINAL PROCESS.

The executive search firm, PPL, Inc. has been retained to assist with the search. For confidential inquiries, please contact:

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Pam Walker Ed.D.
Vice President, PPL, Inc.
(916) 768-8565
pwalker@pplpros.com
or
Jim Riggs, Ed.D.
Vice President, PPL, Inc.
(209) 559-6550
jriggs@pplpros.com

Additionally, SMC's Office of Human Resources will be happy to assist you with technical support. Our office can be reached Monday through Friday from 8:00 am to 5:00 pm at HumanResources@smc.edu or 310-434-4415.

Diversity Statement

Recent experience working with African American, Latinx, Native American, and other racially minoritized students in the classroom; and a willingness to use culturally responsive instructional practices.

Demonstrated sensitivity to issues of diversity, and ability to motivate and teach community college students of diverse ethnic and racial backgrounds, sexual orientations, genders, cultures, and learning styles, as well as students with disabilities or varied levels of academic preparation.

Please review our Diversity Report: Faculty/Staff Diversity Reports - Santa Monica College (smc.edu)

Equity Statement

Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity and inclusion. Equity, diversity and inclusion are built into the culture at SMC and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment.

Equal Employment Opportunity Disclosure

The Santa Monica Community College District is committed to the principles of equal employment

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opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3420 (Equal Employment Opportunity) may be accessed at:
http://www.smc.edu/ACG/Documents/Board_Policy_Manual/Updated%20Board%20Policies%202017/Board%
(Download PDF reader)

Equivalency Statement

The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications. **If you are applying for the recruitment through equivalency based on work experience, you will be required to submit proof of your work history.** For further details regarding equivalency criteria, please download the Equivalency Application Statement Form available at:
https://www.smc.edu/administration/human-resources/employment/documents/equivalency-statement-for-application.pdf (Download PDF reader)

Conditions of Employment

Appointment is subject to verification of official transcripts, current or previous employment, tuberculosis and fingerprint clearance. Selected candidate must provide identification and work authorization.

To apply, please visit https://www.schooljobs.com/careers/smcacademic/jobs/5014151/vice-president-student-success

Contact Information

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

Contact

Executive

Santa Monica College

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