

**NORTH COUNTRY COMMUNITY COLLEGE**  
**23 Santanoni Avenue**  
**Saranac Lake, New York 12983**

**POSITION DESCRIPTION**  
**Associate Vice President for Student Affairs**

**Job Title:** Associate Vice President for Student Affairs

**Job Status:** Full-time (Management Confidential)

**Department:** Student Affairs

**Supervisor:** President

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors, including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small, providing opportunities for individualized instruction and focused academic advisement for each student.

**General Job Description:** The Associate Vice President for Student Affairs (AVPSA) serves as the senior student affairs officer and leads and oversees student affairs operations, which enrich and support the academic experience. A member of the senior leadership team, the AVPSA reports to the President and participates with other leadership team members in strategic planning, policy formulation, problem-solving and institutional planning, and effectiveness.

The Associate Vice President for Student Affairs (AVPSA) is responsible for oversight, planning, assessment, and ongoing development of student affairs operations at the College. These include student activities, student conduct, career and transfer counseling, campus safety and security, residence life, and athletics, among others. The AVPSA is responsible for the management of area's budget and planning, assessment of operations and use of results to foster improvement, development of policies and procedures to improve operations and support the student experience and advancing the area's operations. It is expected that the AVPSA will be engaged in daily operations of the student affairs area.

The AVPSA exercises administrative supervision over specified functional areas, including the Athletic Department and Student Life. The expectation is that the AVPSA will work closely with the NCCC Association to ensure alignment of the College and Association's operations in support of students as well as joint supervision of the Assistant Director of Student Life.

The AVPSA interacts with numerous entities related to student affairs on behalf of the College, including the North Country Community College Board of Trustees, the NCCC Foundation, the NCCC Association, the State University of New York (SUNY), and New York State, Essex County, and Franklin County legislative and executive offices.

**Major Duties and Responsibilities:**

1. Establish area and departmental goals and objectives that align with the College mission, vision, values, and strategic priorities/plan and lead the student affairs area towards achieving these goals.
2. Exercise administrative supervision over and support of assigned areas including student life, campus safety, career services, and athletics. This includes supervising personnel assignments and schedules and conducting performance evaluations in accordance with collective bargaining agreements and established College policies and procedures and facilitating a professional development program for staff in these offices.
3. Develop, oversee, and manage the Student Affairs budget and oversee the Athletic Department's budget, which is developed and managed by the Athletic Director.
4. Oversee the professional staff, paraprofessional staff and student leaders organizing and coordinating residence life programs, new student orientation, student government, student activities, student leadership programs, and civic engagement programs.
5. Oversee student wellness services, career services, the campus safety committee, health records collection, annual student awards program, and the annual Chancellor's Award for Student Excellence process.
6. Oversee the policies, procedures and administration of the Student Code of Conduct, the incident reporting process, student discipline, student behavioral interventions, threat assessment, and crisis response.
7. Direct the administration of student discipline and grievance policies and procedures as published in the College's Code of Conduct.
8. Oversee the implementation of compliance efforts including but not limited to the programs, policies, procedures, trainings and completion of federal and state mandated reports such as the SUNY Annual Report, Campus Security Act, Clery Act, Violence Against Women Act, Title IX, and NYS 129B, including serving as the College's Title IX Coordinator.
9. Fulfill NYS 129A requirements including co-chairing the Campus Safety Committee, and ensuring post-secondary immunization compliance, the Drug Free Schools and Communities Act, NYS Voter Registration requirements, and SUNY resolutions adopted in part or in full by the College related to child protection, sexual misconduct, alcohol, drug and other substance use prevention and intervention, domestic violence, bias-related harassment and other acts of violence.
10. Oversee and ensure the Student Affairs pages on the College website are accurate and up to date.
11. Serve as the College's Chief Diversity Officer and promote a strong commitment to diversity, affirmative action, and student equity in all programs at the College.
12. Work collaboratively with College academic programs and assist in the administration of articulation agreements (2+2 programs) with other institutions of higher education.
13. Serve as a member of President's Council and other college committees as assigned and participate in College governance.
14. Develop partnership and maintain liaisons with community and service organizations that enhance the mission of the College and the student experience.
15. Demonstrate leadership in and commitment to the following areas: customer service, customer-friendly processes, functional work teams and continuous process improvement.

16. Conduct oneself in a professional manner promoting good relations with College employees, the Board of Trustees, students, parents, local community members, jurisdictional representatives, and visitors in matters related to student affairs.
17. Interact effectively with external partners/agencies which include Essex and Franklin County, SUNY, New York State and Middle States Consortium of Higher Education.
18. Develop with supervisor and maintain a professional growth plan.
19. Maintain an awareness of, and function within, the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan, and other related employment requirements as outlined in the current NCCCAP and CSEA Collective Bargaining Agreements (CBA).
20. Be cognizant of and maintain appropriate behavior as outlined in all College policies.
21. Perform other duties as assigned by the President.

**Principal Performance Requirements:**

1. Establish area and departmental goals and objectives that align with the College mission, vision, values, and strategic priorities/plan and lead the student affairs area towards achieving these goals.
2. Exercise administrative supervision over and support of assigned areas including student life, campus safety, career services, and athletics. This includes supervising personnel assignments and schedules and conducting performance evaluations in accordance with collective bargaining agreements and established College policies and procedures and facilitating a professional development program for staff in these offices.
3. Develop, oversee, and manage Student Affairs budget and oversee the Athletic Department's budget, which is developed and managed by the Athletic Director.
4. Oversee the professional staff, paraprofessional staff and student leaders organizing and coordinating residence life programs, new student orientation, student government, student activities, student leadership programs, and civic engagement programs.
5. Oversee the policies, procedures and administration of the Student Code of Conduct, the incident reporting process, student discipline, student behavioral interventions, threat assessment, and crisis response.
6. Direct the administration of student discipline and grievance policies and procedures as published in the College's Code of Conduct.
7. Oversee student wellness services, career services, the campus safety committee, health records collection, annual student awards program, and the annual Chancellor's Award for Student Excellence process.
8. Oversee the implementation of compliance efforts including but not limited to the programs, policies, procedures, trainings and completion of federal and state mandated reports such as the SUNY Annual Report, Campus Security Act, Clery Act, Violence Against Women Act, Title IX, and NYS 129B, , including serving as the College's Title IX Coordinator.
9. Fulfill NYS 129A requirements including co-chairing the Campus Safety Committee, and ensuring post-secondary immunization compliance, the Drug Free Schools and Communities Act, NYS Voter Registration requirements, and SUNY resolutions adopted in part or in full by the College related to child protection, sexual misconduct, alcohol, drug and other substance use prevention and intervention, domestic violence, bias-related harassment and other acts of violence.
10. Serve as the College's Chief Diversity Officer and promote a strong commitment to diversity, affirmative action, and student equity in all programs at the College.

**Minimum Qualifications:**

1. **Education:** Master's degree from a regionally accredited college or university in student affairs, student development, higher education administration or related field of study preferred.
2. **Experience:** At least five (5) years of progressively responsible experience in 5 years of relevant experience at the mid-level manager level in student services, student affairs or higher education administration required. Student Conduct and Title IX experience are preferred.

**Key Competencies**

1. Demonstrated leadership skills in a fast-paced, changing environment.
2. Demonstrated ability to lead and be part of a team, creating and establishing a positive working environment within the division as well as a service- oriented relationship with faculty, staff, and administration.
3. Demonstrated commitment to diversity, equity, and inclusion along with effective implementation of multi-cultural and cross-cultural programming.
4. Experience with and commitment to strategic planning and continuous quality improvement.
5. Ability to interpret and apply state and federal laws and regulations governing financial procedures.
6. Demonstrated knowledge of current legal requirements affecting student affairs and how those requirements are appropriately applied in programs and policies at the College.
7. Effective interpersonal, organizational and communication skills.

**Salary Information**

Salary range is \$80-\$90,000 / academic year and is dependent upon level of education and experience.