



NOTICE OF VACANCY

Vice President of Student Services

REPORTS TO: President

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse population and inclusive environment bring to a community college. The successful Vice President of Student Services (VPSS) will be an equity-minded individual committed to successfully fulfilling the institution's mission.

Reporting to the College President, the VPSS is a key member of the President's Executive Leadership Team and serves as the senior executive officer responsible for providing strategic leadership and management to student services units and advises the President on all matters pertaining to the management and operation of general student services functions. The VPSS has supervisory responsibility for Athletics, Campus Police, Career Services, Counseling and Disability Support Services, Dean of Student Services Office, eSports, Judicial Affairs, Law Enforcement Training Academy (LETA), Student Activities and Recreation, Student Housing and Residence Life, Student Organizations, Student Success, and Title IX.

More specifically, the VPSS is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Act as an advocate for student concerns/issues and as an agent in promoting positive institutional change.
- Advises the President, senior administrators, and members of the Board of Trustees on issues relating to student services by presenting reports and recommendations during meetings and preparing reports, recommendations, findings, and other correspondence as required.
- Advises and consults with other Vice Presidents to ensure collaborative and efficient practices are in place to serve students, faculty, and staff to fulfill the mission of the College.
- As resources permit, ensures the prompt and effective delivery of essential student services by organizing the various units and sub-units in a logical, non-duplicative, and effective manner that best meets the work requirements of the division and the needs of the College, monitoring workloads throughout the division and prioritizing staffing needs accordingly, and assuming ultimate responsibility for the units and functions within the Division of Student Services.
- Conduct the appeals process for Title IX and student disciplinary actions.
- Develop, implement, and coordinate MDCC's eSports program and provide oversight for compliance.
- Develop, implement, and manage a strategic vision for the athletics program.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Enables employees to perform their assigned tasks by issuing guidance and assuming budgetary responsibility for the Student Services Division, coordinating the development of annual budgets by the various departments, and maintaining executive authority over all departmental budgets within the Student Services Division.
- Encourages high morale and the delivery of quality, customer-focused information and services by the departments, units, and employees of the Student Services Division by employing a leadership style that motivates employees to accomplish established goals and objectives in a collegial, self-motivating manner.
- Ensure that all external contract arrangements operate and are executed according to schedule and policy; work with the College's business/purchasing procedures.
- Ensures compliance with the College's institutional mission by establishing goals and objectives, reviewing and approving departmental plans, designing systems of effective control to achieve expected outcomes, and evaluating progress towards goal accomplishment in the Student Services Division.
- Establishes and maintains positive community relations that contribute to the College's ability to fulfill its mission.
- Identify, develop, and recommend changes to policies and procedures in response to changes in the internal and external environments including the legislature, the community, and Mississippi Delta Community College.
- Oversee Student Orientation's aspects (i.e., planning, development, and implementation).
- Oversee the development of long-range administrative, operational, compliance, and athletics plans, consistent within Division I programs.
- Plans, designs, and develops and delivers district-wide student programs and services that implement the goals of the College; provides leadership for evaluating and ensuring quality in all aspects of the College's student services and student development programs and staff;
- Provide oversight of various global campus responsibilities, including Athletics, Campus Police, Career Services, Counseling and Disability Support Services, the Dean of Student Services Office, eSports, Judicial Affairs, the Law Enforcement Training Academy (LETA), Student Activities and Recreation, Student Housing and Residence Life, Student Organizations, Student Success, and Title IX.
- Provides supervision and counsel regarding student activities, Student Government Association, and related functions.
- Represent the College at local, regional and state meetings, including but not limited to, NJCAA athletic director meetings and conferences (MACJC).
- Responsible for leading efforts to update sections of the College's student handbook related to the student services units and/or functions.
- Recommend policies and procedures to the President that will improve student life, promote learning, and provide students with appropriate support.
- Serve as Internal Affairs Investigator for all conduct issues pertaining to the Campus Police Department.
- Perform other duties as assigned by the President.

MANDATORY QUALIFICATIONS

- Bachelor's Degree in Business Administration, Educational Leadership, Higher Education Administration, or related field from an accredited college or university.
- Five years of progressively responsible professional experience which includes management as a primary function in the area of student services.

PREFERRED QUALIFICATIONS (not required)

- Master's degree in Business Administration, Educational Leadership, Higher Education Administration or related field from an accredited college or university.
- Ten years of progressively responsible professional experience which includes management as a primary function in the area of student services.
- Experience in consensus building and problem solving with stakeholders who have alternative points of view.
- Working experience in the domains of Mississippi public higher education.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated research, analytical, and computing skills, and an effective use of technology. Able to think creatively and respond timely to pressing deadlines.
- Effective leadership skills and a proven record of accomplishment of building and developing a successful team, and establishing and managing strategic and innovative initiatives and programs.
- Effective planning, organizational, and time management skills.
- Must possess effective leadership skills that enable the success of the entire team.
- Highly attentive to detail.
- Strong sense of personal and professional integrity.
- Successful experience in grant management and grant writing.
- Successful experience in negotiating and resolving high-level complex issues.
- Successful experience managing complex budgets.
- Superior written and oral communication skills, strong interpersonal skills, and the ability to build a team while working effectively with the president, vice presidents, deans, and other college staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS (cont.)

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-month, Exempt, Administrator (AM) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

External/ Internal– April 28, 2025 at 5:00 p.m.