



# ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for  
**DIRECTOR OF STUDENT AFFAIRS**



For consideration, application materials must be received by  
**April 15, 2016 at 5:00 p.m. CST.**

## POSITION SUMMARY

Under the direction of the Chief Academic and Student Affairs Officer, the Director of Student Affairs is responsible for providing leadership, technical assistance, and training to the Alabama Community College System (ACCS) in the student affairs areas, including the development and enhancement of the student affairs functions and leadership, student advocacy programs, student financial assistance, equity/compliance issues, student recognition program, and student organizations.



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## PRIMARY RESPONSIBILITIES

- ❖ Oversee the daily operations of the student affairs functions within the Academic and Student Affairs Division and the ACCS.
- ❖ Manage all student issues and complaints and conduct academic grievance reviews on the behalf of the Chancellor. Provide a written response to students, parents, or college as appropriate.
- ❖ Represent the Chancellor, as directed, in the development of System policies, and provide guidance to System institutions in the interpretation of US Department of Education Title IV regulations and Board of Trustees' policies and procedures.
- ❖ Assist colleges with accreditation issues.
- ❖ Assist colleges with policies and procedures related to admission of students.
- ❖ Work with and provide guidance to student affairs personnel at System institutions regarding issues related to student life such as advising, student recognition and advocacy programs.
- ❖ Provide daily leadership and direction to the financial aid and veterans affairs personnel in the ACCS and supervise the financial aid and veterans affairs personnel.
- ❖ Provide leadership and support to colleges and the System on international and immigration student issues.
- ❖ Serve on System-wide committees, taskforces or special assignment groups as appointed by the supervisor and/or Chancellor.
- ❖ Build strong relationships with the System colleges and their student affairs and instructional leaders.

## SECONDARY RESPONSIBILITIES

- ❖ Certify postsecondary-level student eligibility for the Knight-Sims Scholarship program.
- ❖ Provide guidance to colleges to ensure student records are in compliance with FERPA and the Soloman Amendment.
- ❖ Provide system-level support for student organizations in the ACCS.
- ❖ Oversee all aspects of the All-Alabama Academic Team program.
- ❖ Represent the division at meetings of various groups and organizations dealing with assigned areas of responsibility.



## QUALIFICATIONS

- ❖ Minimum of a master's degree from a regionally accredited institution.
- ❖ Minimum of six (6) years of related experience in student affairs areas or other closely associated professional areas, with documented experiences in higher education at the executive administration-level or higher in a college or system.
- ❖ Minimum of six (6) years of experience in a supervisory/leadership position.
- ❖ Minimum of three (3) years of experience in the operations and management of federal and state financial aid programs.
- ❖ Understanding and commitment to the missions of the community and technical colleges and the Alabama Community College System.
- ❖ Strong analytical, quantitative, written, oral, and interpersonal communication skills.
- ❖ Demonstrated experience in developing and implementing student policy.
- ❖ Demonstrated commitment to student success and advocacy.
- ❖ Demonstrated proficiency in word processing, spreadsheet, database, and statistical analysis applications.

### ***PREFERRED***

- ❖ Doctoral degree from a regionally accredited institution.

## KNOWLEDGE, SKILLS AND ABILITIES

- ❖ Knowledge and understanding of and commitment to the philosophy and objectives of the Office of the Chancellor of the Alabama Community College System.
- ❖ Knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student affairs and student development.
- ❖ Knowledge of federal, state, and local laws, codes, regulations and ordinances related to the areas of responsibility for student affairs.
- ❖ Knowledge of FERPA requirements.
- ❖ Ability to establish and maintain effective working relationships with System and institutional officials, students, parents, instructors, support staff, associates, external organization/companies, and federal, state, and local agency representatives.
- ❖ Ability to work collaboratively as a team member, and to lead teams in achieving outcomes.
- ❖ Ability to work independently in the development of written reports to include conclusions and recommendations based on factual and objective analysis.

### Application Procedures

Applicants must submit a current résumé, including four references with contact information, to the ACCS Human Resources office on or before **April 15, 2016 at 5:00 p.m. CST**. Résumés will be accepted via mail delivery, hand delivery, or e-mail ([nikita.payne@accs.edu](mailto:nikita.payne@accs.edu)), or may be submitted online at our website ([www.accs.cc](http://www.accs.cc)). Faxed résumés will not be accepted. Complete application packets, including transcripts, may be requested at a later date.

**Please mail résumés to:**

**Alabama Community College System**  
**Human Resources Dept.**  
**Attn: Ms. Nikita Payne**  
**P. O. Box 302130**  
**Montgomery, AL 36130-2130**

**(Résumés may be delivered in person at 135 S. Union Street).**

**Salary range is \$83,254 to \$107,488 dependent upon qualifications and experience.** Benefits include retirement plan, health insurance, and others.

For questions, please contact Nikita Payne at (334) 293-4603 or Charlene Finkelstein ([charlene.finkelstein@accs.edu](mailto:charlene.finkelstein@accs.edu)) at (334) 293-4628.

***THE ALABAMA COMMUNITY COLLEGE SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.***

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## **Alabama Community College System** *Job Description*

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**Position Title:** Director of Student Affairs

**Division:** Academic and Student Affairs

**Accountability:** Chief Academic and Student Affairs Officer

**FLSA (exemption):** Exempt

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### **POSITION SUMMARY**

Under the direction of the Chief Academic and Student Affairs Officer, the Director of Student Affairs is responsible for providing leadership, technical assistance, and training to the Alabama Community College System (ACCS) in the student affairs areas, including the development and enhancement of the student affairs functions and leadership, student advocacy programs, student financial assistance, equity/compliance issues, student recognition program, and student organizations.

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### **PRIMARY JOB DUTIES & RESPONSIBILITIES**

1. Oversee the daily operations of the student affairs functions within the Academic and Student Affairs Division and the ACCS.
2. Manage all student issues and complaints and conduct academic grievance reviews on the behalf of the Chancellor. Provide a written response to students, parents, or college as appropriate.
3. Represent the Chancellor, as directed, in the development of System policies, and provide guidance to System institutions in the interpretation of US Department of Education Title IV regulations and Board of Trustees' policies and procedures.
4. Assist colleges with accreditation issues.
5. Assist colleges with policies and procedures related to student admissions.
6. Work with and provide guidance to student affairs personnel at System institutions regarding issues related to student life such as advising, student recognition and advocacy programs.
7. Provide daily leadership and direction to the financial aid and veterans affairs personnel in the ACCS and supervise the financial aid and veterans affairs personnel.
8. Provide leadership and support to colleges and the System on international and immigration student issues.
9. Serve on System-wide committees, taskforces or special assignment groups as appointed by the supervisor and/or Chancellor.
10. Build strong relationships with the System colleges and their student affairs and instructional leaders.

## **SECONDARY JOB DUTIES & RESPONSIBILITIES**

1. Certify postsecondary-level student eligibility for the Knight-Sims Scholarship program.
2. Provide guidance to colleges to ensure student records are in compliance with FERPA and the Soloman Amendment.
3. Provide system-level support for student organizations in the ACCS.
4. Oversee all aspects of the All-Alabama Academic Team program.
5. Represent the division at meetings of various groups and organizations dealing with assigned areas of responsibility.

## **OTHER JOB DUTIES & RESPONSIBILITIES**

1. Serve as a liaison between student affairs, schools systems, colleges and universities, and other external groups, agencies, and the court system, when required.
2. Conduct periodic visits at System institutions.
3. Perform work-related tasks as required and other job-related duties as assigned.

## **TOOLS & EQUIPMENT USED IN JOB**

Computer Telephone Scanner Copier Fax Calculator Microsoft Office

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge and understanding of and commitment to the philosophy and objectives of the Office of the Chancellor of the Alabama Community College System.
2. Knowledge of the practices, methods and techniques used in the administration and supervision of all facets of student affairs and student development.
3. Knowledge of federal, state, and local laws, codes, regulations and ordinances related to the areas of responsibility for student affairs.
4. Knowledge of FERPA requirements.
5. Ability to establish and maintain effective working relationships with System and institutional officials, students, parents, instructors, support staff, associates, external organizations/companies, and federal, state, and local agency representatives.
6. Ability to work collaboratively as a team member, and to lead teams in achieving outcomes.
7. Ability to work independently in the development of written reports to include conclusions and recommendations based on factual and objective analysis.

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## **MINIMUM QUALIFICATIONS**

### ***REQUIRED***

1. Minimum of a master's degree from a regionally accredited institution.
2. Minimum of six (6) years of related experience in student affairs areas or other closely associated professional areas, with documented experiences in higher education at the executive administration-level or higher in a college or system.
3. Minimum of six (6) years of experience in a supervisory/leadership position.
4. Minimum of three (3) years of experience in the operations and management of federal and state financial aid programs.
5. Understanding and commitment to the missions of the community and technical colleges and the Alabama Community College System.
6. Strong analytical, quantitative, written, oral, and interpersonal communication skills.
7. Demonstrated experience in developing and implementing student policy.
8. Demonstrated commitment to student success and advocacy.
9. Demonstrated proficiency in word processing, spreadsheet, database, and statistical analysis applications.

***PREFERRED***

1. Doctoral degree from a regionally accredited institution.

*This job description may be altered or modified at any time by management.*

Reviewed & Approved: \_\_\_\_\_  
Supervisor Signature Date

Reviewed: \_\_\_\_\_  
Employee Signature Date