



Associate Vice President of Student Support Services

Position Description



The Opportunity

Northern Virginia Community College (NOVA) invites nominations and applications for the position of Associate Vice President of Student Support Services. NOVA seeks a capable leader who demonstrates a commitment to excellence in promoting student success, working in and fostering a diverse, multicultural, and international community, and transforming the lives of our students.

The Associate Vice President of Student Support Services (AVPSSS) reports to the Vice President of Student Affairs and serves as a member of the Student Affairs leadership team. The AVP of Student Support Services provides a strategic vision in support of a comprehensive and integrated student support program at Northern Virginia Community College. The AVPSSS develops, implements, and assesses programs and services to produce high-quality results to meet strategic priorities and advocate for comprehensive support services and resources that address the unique needs of diverse student populations.

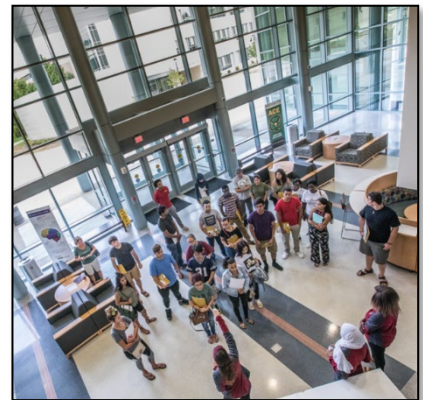
The AVPSSS assists the Vice President of Student Affairs in the management of student support services to increase growth, retention, and student success rates; maintains compliance with appropriate rules and regulations; and strengthens the College's commitment to promoting an environment that reflects a learning-centered organization that promotes student success.

The AVP for Student Support Services has oversight of Accommodations and Accessibility, Military and Veteran Services, Wellness and Mental Health, Financial Stability and Advocacy, and Grants and Special Programs.

Responsibilities, Duties, and Tasks

Student Affairs provides collaborative leadership, policy guidance and operational coordination for a variety of activities and resources that support the effective delivery and continuing enhancement of instructional programs and services to NOVA students. Below you will find a description of responsibilities, duties, and tasks for the new AVP for Student Support Services:

- Develop and implement programs to ensure accessibility for students with disabilities.
- Stay informed about relevant laws and regulations regarding accessibility.
- Oversee programs and services tailored to the unique needs of military-affiliated and veteran students.
- Facilitate the transition of military-connected students into the academic environment.
- Advocate for resources and support to enhance the experience of military and veteran students.
- Implement initiatives promoting student wellness and mental health.
- Develop and implement strategies to create a mentally healthy campus community.
- Develop and oversee programs promoting financial literacy among students.
- Advocate for students facing financial challenges and connect them with available resources.
- Identify and secure grants to support special programs and initiatives.
- Develop and manage special programs aimed at enhancing student success.
- Ensure compliance with grant requirements and reporting.
- Ensure compliance with NOVA, VCCS, and DHRM policies as well as federal and state laws and regulations.
- Take responsibility for project management, oversight and operations for assigned areas.
- Support the delivery of student services at the campus level by facilitating relationships across the institution.
- Other duties as assigned.



Qualifications

Required Knowledge, Skills, and Abilities:

- Strong advocacy skills on behalf of diverse student populations.
- Ability to identify and address the unique needs of different student groups.
- Proven ability to collaborate with various campus departments and external organizations.
- Knowledge of financial literacy principles and strategies.
- Ability to develop and deliver programs that promote financial stability among students.
- Capacity to build and maintain partnerships that enhance student support services.
- Experience in crisis intervention, particularly related to mental health and well-being.
- Ability to coordinate support services during challenging situations.
- Demonstrated success in securing and managing grants.
- Attention to detail in ensuring compliance with grant guidelines.
- Proven leadership skills in a higher education or student support services setting.
- Ability to inspire and lead teams toward common goals.
- Extensive knowledge of state and federal policies and procedures that govern colleges, including relevant laws, regulations, and policies related to student support services.
- Comprehensive understanding of higher education issues overall and specifically in relation to student success.
- Ability to give presentations to a variety of audiences.
- Excellent analytical, written and communication skills.
- Ability to organize and track multiple projects.
- Strong knowledge of best practices and current trends in student support services.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders and build effective partnerships.

Qualifications (cont.)

Minimum Qualifications:

- Master's degree in higher education administration, student affairs/services, or closely related field. Degree(s) must be from a regionally accredited institution.
- Several years of progressively responsible experience in student support services or related areas, including leadership and supervisory roles.

Preferred Qualifications:

- Doctoral degree in higher education administration, student affairs/services, or closely related field. Degree(s) must be from a regionally accredited institution.
- Budget experience.
- Experience working in the community college setting.
- Extensive administrative and supervisory skills.
- Experience working with a diverse student body.
- Experience working with evidence-based practices in student support.
- Experience writing grants and grants supervision and management.
- Experience working collaboratively and effectively across higher education departments and disciplines.



About Northern Virginia Community College

Northern Virginia Community College is dedicated to providing students of all ages and goals with a solid education at an affordable price. NOVA is one of 23 colleges within the Virginia Community College System (VCCS) and is governed by the State Board for Community Colleges. NOVA is the largest supplier of talent in the Greater D.C. region, the largest public institution of higher education in Virginia, and one of the largest community colleges in the United States, comprising more than 70,000 students and more than 3,000 faculty and staff members.

NOVA was established in 1964 under the name Northern Virginia Technical College. In the fall of 1965, the College opened with 761 students in a single building in Bailey's Crossroads under President Robert W. McKee. To accommodate an ever-growing student body, in 1966, the College purchased 78 acres in Annandale to create the first of six permanent campus sites. That same year, the College was renamed Northern Virginia Community College when the Statewide General Assembly changed the name of the technical college system to the Virginia Community College System (VCCS).



In 1967, NOVA opened the Annandale Campus and continued to expand with the purchase of 100 acres for new campus sites in Sterling, Manassas, and Woodbridge. This era of growth and change continued with the introduction of Dr. Richard J. Ernst as president in the fall of 1968 and the purchase of an additional campus site in Alexandria in 1969.

NOVA opened the Extended Learning Institute in 1975 to accommodate individuals who wanted an education but could not work a traditional program into their schedule. Dr. Belle S. Wheelan began her term as president in 1998. In 2000, NOVA purchased a site that would become the Medical Education Campus and also opened educational centers in Arlington and Reston. In 2010, a new center was added to NOVA, Innovation Park.

Today NOVA offers over 160 associate degree and certificate programs to more than 70,000 students from 150 countries. The College is a nationally recognized leader in offering exceptional and effective university transfer and workforce programs to students who reflect the vital and vibrant diversity of Northern Virginia. ADVANCE, NOVA's partnership with nearby George Mason University, has been highlighted by the U.S. Department of Education, the Aspen Institute, the American Council on Education, the American Association of Community Colleges, and the national media, including PBS NewsHour. NOVA's innovative workforce programs and employer partnerships led to the College's recognition as one of just five community colleges recognized by the Harvard Workforce Project in its recent book *America's Hidden Economic Engines*. NOVA is an [Achieving the Dream](#) "Leader College" and is active in AACCC, ACE, AAC&U, and other national organizations, with College leaders holding board and committee roles.

NOVA is committed to holistic student success, with a focus on academic and wraparound supports. Students have access to food pantries and hot meals grants, emergency grants, financial education, childcare grants, health services through partnerships with local providers, and more. NOVA has been recognized with the Generation Hope FamilyU seal for supporting parenting students and as a Military-Friendly College for supporting veteran and military dependent students. Through student governments on each campus and a Collegewide student government council, NOVA Nighthawks provide input on services and policies, and the College advisory board includes an ex-officio student liaison. These connections ensure that NOVA is both proactive in anticipating and responsive in addressing the needs of our students. The quality of our curricular and co-curricular offerings and the support offered by our outstanding faculty and staff have led to increases in student enrollment, retention, and graduation, setting NOVA apart from many of its peers.

All NOVA campuses are conveniently located within 40 miles of Washington, D.C. The Greater D.C. region surrounding [NOVA's six campuses](#) offers every possible amenity, including excellent schools, welcoming communities that range from historic neighborhoods to new developments, easy access to three major airports and mass transit, vibrant arts and culture, exciting sports and entertainment, and the access to history that only living near the nation's capital can offer.

NOVA offers an opportunity to make a difference with outstanding career potential and competitive total rewards benefits, including a comprehensive health and dental insurance program, generous paid leave, deferred compensation plans, paid parental leave, state employee discounts, and a solid and secure retirement system. NOVA embraces opportunities to create a college community that is a welcoming and inclusive place to learn and work. We do this by fostering a sense of belonging and ensuring equity while maintaining an open, civil, and safe environment for our students, faculty, staff, and guests. In so doing, NOVA fulfills its mission to offer world-class teaching and learning to the Commonwealth of Virginia.



Our Mission:

Northern Virginia Community College provides equitable access to affordable and exceptional higher education and workforce programs, transforming the lives of our students and advancing opportunity in our community.

Our Vision:

To be a learning-centered organization that promotes student success.

Our Core Values:

- › **Care** is demonstrated at NOVA through a culture of compassion where success and wellbeing are prioritized in our commitment to developing authentic relationships and providing resources to foster a supportive and thriving community.
- › **Excellence** is demonstrated at NOVA through our high-quality and cutting-edge programs; innovative, talented, and experienced faculty and staff; and strong and effective relationships with employer and university partners — all to ensure our students are ready for graduation, transfer, and high-demand careers.
- › **Inclusion** is demonstrated at NOVA through our intentional commitment to welcoming, supporting, and engaging diverse people and perspectives so that a sense of belonging is cultivated throughout our college community.
- › **Integrity** is demonstrated at NOVA through adherence to principles and actions that foster accountability, honesty, and trustworthiness; commitment to truth and fairness is ensured by ethical, equitable, and professional behavior, and prioritizing the needs of students and the community we serve.
- › **Respect** is demonstrated at NOVA through treating each other with courtesy and dignity, acknowledging and valuing differing ideas and perspectives, affirming the uniqueness of every individual, and being mindful of personal boundaries.

Accreditation:

Northern Virginia Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Curricula of the College are approved by the College Board and by the State Board for Community Colleges. The two-year associate degree programs are also approved by the State Council of Higher Education for Virginia. NOVA also holds specialized accreditation for more than 15 select programs across the College.

Workforce Development:

Northern Virginia Community College is a strategic regional asset for higher education and workforce development. NOVA Workforce and its real-time job market analytics and economic modeling team help illustrate Northern Virginia's economic landscape, including market conditions and growth areas, skill shortages, and talent demands. NOVA is the first academic partner of the Northern Virginia Technology Council (NVTC); this allows our labor market team access to NVTC's 1,000+ local members to test our assumptions and build world-class programs while capitalizing on new and emerging technologies. NOVA Workforce launched a series of additional initiatives, including the new Tech Talent Pipeline, which informs students, teachers, and parents of in-demand careers and job projections. NOVA works with more than 8,200 companies to match students and graduates to open positions and has developed a robust partnership with Amazon Web Services. This corporate partnership has led to the delivery of the first-ever cloud computing degree specialization offered by an institution of higher education.

**Nomination
&
Application Process**

How to Apply

Greenwood Asher & Associates is assisting Northern Virginia Community College (NOVA) with this search. For a full application packet, please include a cover letter, CV, and list of five references with contact information. To apply, please use this link:

<https://jobs.vccs.edu/postings/70062>

We strongly encourage submitting application materials as PDF attachments. The search will be conducted with a commitment to confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and continue until an appointment is made. The position profile for this search is available at: <https://greenwoodsearch.com/>

Please direct inquiries and nominations:

Julie Schrodt, Senior Executive Search Consultant

julieschrodt@greenwoodsearch.com

Tracey Weldon, Vice President of Executive Search & Search Manager

traceyweldon@greenwoodsearch.com

It is the policy of Northern Virginia Community College to provide equal employment and educational opportunities for all persons without regard to race, color, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth, or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), status as a veteran, national origin, or other non-merit factors (including, but not limited to, political affiliation and genetic information). This policy permits appropriate employment preference for veterans.

**Greenwood
Asher &
Associates®**

Greenwood Asher & Associates

42 Business Centre Drive, Suite 206
Miramar Beach, Florida 32550
850-650-2277
greenwoodsearch.com