

# HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY, INC.

**Job Description:** Vice President of Student Services  
**Organization:** Hubbard College of Administration of Tampa Bay, Inc.  
**Office:** 630 Chestnut Street | Clearwater, FL 33756 | [www.hcatampabay.org](http://www.hcatampabay.org)  
(813) 923-7993 | [careers@hcatampa.org](mailto:careers@hcatampa.org)

## **SUMMARY OF POSITION:**

The Vice President of Student Services oversees Division 2, "Student Services" of the Hubbard College of Administration of Tampa Bay, Inc.

Under the direction of the President, the Vice President of Student Services serves as the chief student services officer of the College and is responsible for providing leadership and direction to the Student Services Division with direct oversight of the Director of Student Enrollment, Director of Student Affairs and the Director of Student Support Services.

The Vice President of Student Services has primary oversight for student enrollment services, recruitment, admissions, registration and international student programs; student services policies and procedures; student development and support services and programs; student discipline; student services personnel decisions; budget development and oversight; enrollment management; ensuring effective student learning outcomes; strategic planning and regular program review; and provides overall leadership and support of student services programs and initiatives.

The Vice President of Student Services has primary leadership responsibilities for planning, implementing, and coordinating a comprehensive array of student services of the College. In assuming these responsibilities, the Vice President works closely with deans, directors, other administrators and members of the faculty.

The Vice President of Student Services serves as a leader in the long-term planning of the student support and development programs, including the development of a Student Services Master Plan, assuring the quality of student services and programs; the selection and development of administrators, faculty, and staff; and advancement of the Hubbard College of Administration of Tampa Bay, Inc. Strategic Plan, the educational master plan and the goals and objectives of Hubbard College of Administration of Tampa Bay, Inc.

The Vice President of Student Services will serve as an advisor to the President in matters related to student development and student support services and programs.

The Vice President of Student Services will be the primary link between the student services staff and the Vice President of Finance and Administrative Services in all budgetary matters related to the student support and development programs and the Student Services Division.

The Vice President of Student Services will work with the Vice President of Academic Affairs in all matters related to the coordination of student services and instructional programs.

The Vice President of Student Services will be accountable for the achievement of the College goals and objectives within the scope of Student Services as set forth in HCA TB's Strategic Plan.

The Vice President of Student Services will be responsible for relationships with the local educational and business community, particularly potential feeder educational institutions and the businesses within the College's neighboring community.

The candidate for this position is an experienced leader with a clear, focused commitment to student-centered procedures and practices that foster and promote student learning and achievement. This candidate is a creative, visionary leader who will inspire staff, students, and the community. The candidate is a critical thinker who seeks innovative solutions to problem-solving and possesses outstanding interpersonal, written and oral communication skills.

The candidate is highly ethical, trustworthy, credible, loyal and respectful of varying views and opinions.

The candidate is flexible and is a person whose leadership style is collegial, approachable and is accessible on campus and in the community.

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The candidate is able to delegate responsibility and authority while maintaining accountability.

The candidate fosters a sense of unity for the good of the College and is committed to the effective use of technology within student services and administrative environments.

## **ESSENTIAL FUNCTIONS AND DUTIES**

- Provides strong, dynamic leadership in the planning, organizing and coordinating of the Student Services Division, fosters a collegial environment that encourages student achievement and success; and supports effective practices, policies and procedures within student services.
- Possesses the vision to guide the College's student support services and programs into the future; implements a process for systematic student services program review and utilizes the results and recommendations to strengthen student services programs;
- Encourages research and development projects by staff to develop innovation and/or improve techniques for providing services to students;
- Understands and appreciates the mission of the Hubbard College of Administration of Tampa Bay, Inc. and is able to relate it to all constituencies; aids in making decisions consistent with the mission and goals of Hubbard College of Administration of Tampa Bay, Inc.;
- Advocates and promotes quality student services, integrated planning and the realization of Student Learning Outcomes to meet the educational needs of students;
- Works with the Student Services staff in the development of the student support programs, including student enrollment services, recruitment, admissions, registration and international student programs; student development and student conduct policies and procedures; student orientation, academic and career advisement services;
- Plans, in coordination with other administrators and faculty, the academic calendar, registration schedule, class schedule and the College catalog;
- Provides leadership and oversight for enrollment management strategies and initiatives;
- Provides oversight for the assessment of Student Learning Outcomes;
- Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and to the community;
- Provides innovative and successful student services leadership and vision in student support and development programs; develops effective practices, policies and procedures within Student Services, and receives recommendations from administrators, faculty and staff of institutional divisions and departments regarding the planning, implementation and review of programs, services, activities and related matters;
- Participates in the planning of new facilities related to student support services and student development programs;
- Acts as the officer in the recruitment and selection of student services administrators and recommends to the President the employment of those selected;
- Understands and promotes the role and use of technology in the student services environment; works closely with the information technology department to ensure the effective use of technology in areas related to student access, support services and student success;
- Reviews grant opportunities and supports applications for new grants and oversees the implementation of grants within the Student Services area;
- Represents Hubbard College of Administration of Tampa Bay, Inc. as the Vice President of Student Services at professional meetings and conferences; serves on relevant committees and commissions; makes presentations at meetings, workshops and events as assigned;
- Develops and implements policies and administrative procedures relating to the Student Services Division;

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- Participates in open sessions of the Board of Trustees as needed;
- Prepares, submits and monitors the annual budget for areas of responsibility;
- Trains, supervises, evaluates and directs the work of assigned personnel;
- Completes other duties as assigned by the President;
- Follows safety rules and maintains personal safety and the safety of others, including maintaining a clean and safe work area;
- Records and reports information accurately as required; and
- Follows employee and organizational policy.

## **NON-ESSENTIAL FUNCTIONS AND DUTIES**

- Participates in ongoing training.
- Other duties as may be assigned, directed, or requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The Vice President of Student Services will have the following:

- Knowledge and experience in Student Learning Outcome (SLO) design, development, implementation and assessment;
- Knowledge of computers and computer applications that support management systems and administrative functions and effective delivery of student support services;
- Knowledge and experience in the delivery of student support and development services and programs;
- Knowledge of the Hubbard College of Administration Management System;
- Knowledge of relevant state and federal regulations governing higher education, including, but not limited to, Florida's regulatory environment for private colleges, and the administration of higher education student services;
- Knowledge and experience in accreditation self-evaluation and service on an accreditation evaluation team.

## **REQUIRED QUALIFICATIONS**

The Vice President of Student Services will possess:

- A master's degree from an accredited institution;
- An understanding of the mission of Hubbard College of Administration of Tampa Bay, Inc. and the Hubbard College of Administration Management System; and
- Three years of senior administrative level leadership and experience in higher education or counseling/student services; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## **DESIRED QUALIFICATIONS**

The desired qualifications for this position are:

- An earned doctorate from an accredited institution;

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- Three years' teaching/counseling/student advisement experience in higher education with a demonstrated student-centered philosophy of education;
- Three years of senior administrative level leadership and experience in higher education;
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the College to meet accreditation standards;
- Demonstrated record of fiscal responsibility and accountability;
- Demonstrated commitment to academic quality and standards;
- Demonstrated support for faculty and staff development; and
- Demonstrated support for and encouragement of student success.

## **PHYSICAL REQUIREMENTS**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.
- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.
- Must have manual dexterity to be able to use a computer, phone, and camera and related equipment in an office environment.

## **LANGUAGE SKILLS**

Ability to read and interpret information, instructions, software applications, technical information, company policies, documents and safety rules. Ability to explain policies, procedures, and processes in layman's terms; ability to compile pieces of information into a cohesive whole to achieve the most elegant communication possible.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and measurements. Ability to quickly perform simple calculations while performing tasks related to specific work parts.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply reason to problems such as determining the appropriate creative message of a marketing piece.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office environment.
- The noise level in the work environment is usually quiet to moderate.
- The employee must be able to work in a fast-paced team environment.