



Associate Vice President for Student Success

Salary Exempt - Full Time

REPORTS TO

Vice President for Intercultural Learning and Engagement

DEPARTMENT

Intercultural Learning and Engagement/Center for Student Success

EFFECTIVE DATE:

July 1, 2021

JOB SUMMARY

The Associate Vice President for Student Success is responsible for leadership and oversight of many distinct but interconnected areas, all focused on creating spaces of belonging, affinity, and engagement for all students in the Traditional undergraduate programs at SNU. The Associate VP will partner with virtually all other offices on campus to ensure the university takes an integrated and systemic approach to student persistence and completion. The Associate VP oversees all areas of academic support services including Disability Services, the Writing and Tutoring Center, and Academic Engagement programs. This position will also oversee and provide leadership and support for Intercultural Student Engagement and Commuter Student Engagement, and serve as the coordinator for PGS Intercultural Student Engagement

RESPONSIBILITIES

Essential Functions:

A. Student Persistence and Completion Interventions

- Serve as Co-Chair of the Persistence and Completion Team and collaborate to assess student retention, persistence, and completion patterns within and between academic terms.
- Conduct assessment on the effectiveness of persistence and completion practices and programs.
- Develop and oversee strategies and activities that encourage and foster student success at SNU.
- Assist with the implementation and possible expansion of SNU's early-alert system in order to maximize proactive detection and interception of potential student withdrawal.
- Work with enrollment staff to identify student-application data that may be useful in predicting potential barriers for incoming students.
- Implement administrative procedures for assuring that withdrawing students who are eligible to return to the college are apprised of their option to do so, and that they leave fully informed about what procedures they are to follow to be re-enrolled or re-admitted.



- Establish systematic procedures for conducting “exit interviews” with students who intend to depart, who are in the process of departing, or who have already withdrawn from the college, in order to assess their reasons for departure.
- Partner with Academic Affairs to create professional development opportunities for faculty and staff in areas relating to student engagement, retention, and success.

B. Development of Culturally Responsive Community and Intercultural Care and Engagement

- Provide direction, support, and supervision for the Director for Intercultural Learning Opportunities in executing Intercultural Learning Opportunities monthly throughout each semester.
- Provide direction, support, and supervision for the Director for Intercultural Learning Opportunities in the selection, training, and utilization of Intercultural Student Ambassadors.
- Provide direction, support, and supervision for the Director for Intercultural Student Engagement in development and oversight of intercultural student societies.
- Respond to incidents of cultural bias within the SNU community.
- Provide oversight of the Student Care Committee and respond to faculty and staff concerns regarding student well-being and safety.
- Serve as co-chair of the Accessibility Systems Management team
- Oversee the development and programming of the Commuter Services program.
- Educate the broader campus community about the Commuter Connect program and serve as a liaison to campus departments on behalf of commuters.
- Conduct assessment of above areas as required

C. Academic Support

- Provide direction, support, and supervision for academic support services including Disability Services, Writing and Tutoring Services, Testing Services, and Academic Engagement Services.
- Conduct assessment of Academic Support Services as required.
- Provide leadership and support/serve as an advisor for students who have not yet declared a major.

D. Serve on Student Life/Academic/Institutional Committees

- Persistence and Completion Team (co-chair)
- Student Life Council, monthly
- Athletics Committee, monthly
- McNair Advisory Board, bi-annually
- Student Support Services Advisory Board, bi-annually
- Special Events committees, as needed
- Conditional Admit Committee, bi-weekly
- Higher Learning Commission Re-Accreditation Committee, as needed



- Student Care Committee, every 3rd week (chair)
- Department Chairs Committee, monthly
- Accessibility Systems Management, 2x/semester (co-chair)
- ILE Advisory Council

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- Knowledge of and strong commitment to the Wesleyan, Armenian theological foundation of the sponsoring denomination.
- An understanding of the importance for diversity, inclusion and equity.
- Master's degree in higher education or relevant field (ABD/Doctorate preferred)
- Proven leadership and interpersonal skills with vision casting capacity. •
- Positive attitude and high level of energy and enthusiasm. •
- Ability to work with a team in a fast-paced environment. •
- Exceptional persistence and self-motivated work ethic. •
- Ability to prioritize and manage multiple tasks efficiently. • Computer/classroom technology proficiency. •
- Ability to communicate effectively through written and verbal means. Demonstrated presentation skills desired. •
- Success in cultivating collaborative relationships across the institution and community partnerships. •
- Ability to adhere to and respect for strict confidentiality requirements.
- Experience working with diverse populations and intersections of identity and with both Traditional students and the Professional and Graduate Adult students.
- Classroom Teaching experience preferred.

Supervision Received:

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

Responsible for supervision of student employees and employees

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.



Apply Online for this position at <https://snu.edu/employment/>

Updated: August 17, 2020

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life
6612 NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu



Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties. Those are outlined on the slides below.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.



No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).