



Clovis  
Community  
College

Invites Applications for the Position of

**VICE PRESIDENT OF STUDENT SERVICES**



Located in the heart of California, Clovis Community College is the newest college in the State Center Community College District as well as one of the newest and fastest growing community colleges in California. Clovis Community College offers quality education in a friendly, innovative, and contemporary setting to students from the Fresno, Clovis, and foothill communities.

The College's instructional and student services units are united by the common goal of providing exemplary academic programs and support services tailored to meet the needs of its diverse student population and its communities. The College mission reflects this ambitious and inspiring goal.

## OUR MISSION

### Creating Opportunities – One Student at a Time

- We embrace diversity and serve all students of the community
- We believe education is based on integrity, generosity, and accountability
- We foster critical, creative, and engaged thinking
- We support student success by preparing students for their futures and for the community's future through career/technical certificates, degrees, and transfer programs
- We cultivate community partnerships to enhance student learning and success
- We engage in reflective, data-driven cycles of research and innovation focused on learning and student outcomes

## ABOUT THE REGION

Clovis and Fresno residents enjoy a strong combination of rural and cosmopolitan living. With a population of over 900,000, Fresno County is one of the fastest growing counties in the state, boasting a diverse population. Less than an hour from the Sierra Nevada Mountains, Clovis and Fresno offer easy access to three national parks: Kings Canyon, Sequoia, and Yosemite. Seven nearby lakes offer sailing, fishing, boating, and water skiing. Living in the Clovis and Fresno area allows winter sports, such as skiing and snowboarding, to be enjoyed during a day trip or weekend getaway.



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The choice for Academic Excellence, Innovation, and Student Achievement

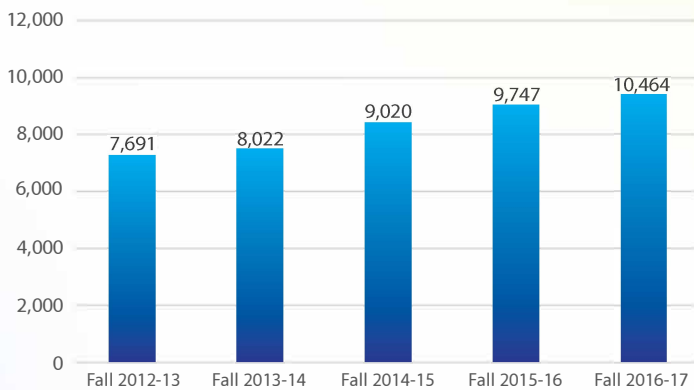
## ABOUT THE REGION

Clovis and Fresno's unique central location is a short driving distance from Los Angeles, Sacramento, San Francisco, Carmel, Big Sur, Monterey, and Morro Bay. Locally, art enthusiasts can enjoy museums, theater, opera, a philharmonic orchestra, and art galleries. Sports enthusiasts can benefit from year-round golf and country clubs of championship caliber. Tennis courts and recreational parks are strategically placed throughout the city, along with numerous hiking, biking, walking and running paths. Farmers markets abound with the fresh just-picked produce grown in the area. Local housing is affordable and Clovis Unified School District has the highest student test scores in the central valley.

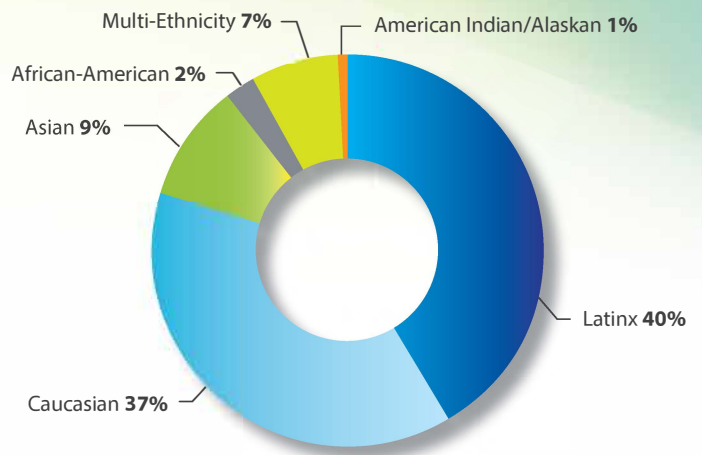
## ABOUT THE COLLEGE

Clovis Community College serves over 10,000 students annually who enroll in courses for transfer preparation, career education, and foundational skills. The College's students reflect its surrounding diverse communities as noted in its designation as a Hispanic-serving institution.

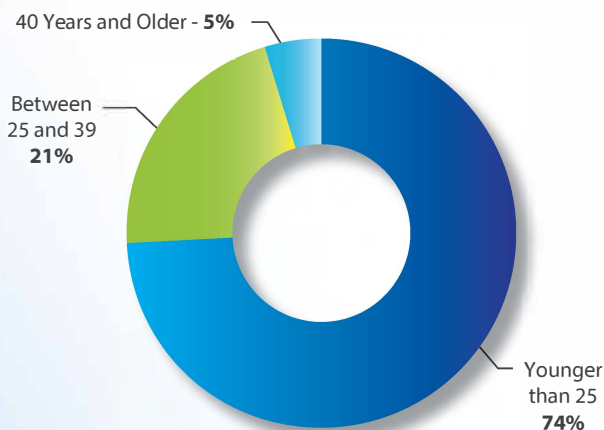
### Student Headcount



### Student Ethnicity Breakdown



### Students by Age



### Student Unit Load



## ABOUT THE COLLEGE

Accredited in 2015, the College's culture is based on a commitment to and a vision for creating and maintaining a collaborative teaching and learning environment that fosters equitable student achievement and academic excellence.

Dedicated to the educational attainment and economic well being of the communities it serves, Clovis Community College partners with local educational institutions, such as the K-12 School Districts and Fresno State, to create smooth pathways from secondary through postsecondary education. The College and the District also partner with local communities, as evidenced by their recent approval of a district \$485 million bond that will provide additional instructional and student services facilities for the College to better serve its growing student population.



**Selected as a 2018 Top 10 Finalist for the prestigious Bellwether Award for our partnership with Clovis Unified School District. The alignment has increased the student placement into college-level English from 33% to 92% for Clovis West students entering Clovis Community College.**

## POSITION DESCRIPTION

This Vice President of Student Services (VPSS) position is a new position for the College, added to support its growth in student enrollment. The successful candidate for this position will be a creative, dynamic, and collaborative leader who is committed to advancing student access, equity, and success for our diverse student body. The VPSS collaborates with the Vice President of Instruction, Vice President of Administrative Services, and a dedicated team of professionals to ensure that the College maintains its strong integration of student services and instruction while working toward achieving the College's mission and strategic goals.

See the College's Strategic Goals and Objectives at this site: [www.cloviscollege.edu/collegeplanning](http://www.cloviscollege.edu/collegeplanning)

The VPSS reports directly to the College President and provides senior-level vision and leadership for the Student Services Division. The VPSS is responsible for the development of new programs and the management, planning, budgeting, administration, and evaluation of current programs, services, personnel, policies, and procedures in the Student Services Division. The VPSS is responsible for ensuring compliance with federal, state, local, and district regulations. The VPSS is responsible for creating and maintaining an environment of collegiality and inclusiveness for the College's diverse student body. The specific programs reporting to the VPSS are subject to change based on the needs of Clovis Community College students.



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# DESIRED CHARACTERISTICS

The Screening Committee and the College President will consider the following desirable characteristics in their selection of the first VPSS for Clovis Community College.



## Committed to Student Access, Success, and Equity

- A leader whose philosophical commitment to student access, success, and equity has been demonstrated through changes in institutional strategies and policies that resulted in improved student achievement.
- A leader who has demonstrated the ability to work effectively as an executive team member committed to collaborative integration of instruction, student services, and business services to enhance the learning and working environment for students, faculty, and staff.

## Takes Strategic Risks

- A leader who is willing to take significant data-informed risks and inspires changes in how everyone across the College thinks and acts to improve student outcomes.
- A leader who is committed to identifying gaps in student outcomes on the basis of factors such as race, ethnicity, and gender, and then mobilizing the College to improve results.
- A leader who has demonstrated experience and knowledge of data driven decision-making related to enrollment management and student retention.



## Builds Strong Teams

- A decisive and pragmatic leader who has been successful in developing collaborative relationships with a diverse college constituency that fosters cohesion and a sense of pride in working together for the good of the students.
- A leader who is guided by ethics and honesty, is committed to transparency and inclusiveness in decision-making, and promotes the application of ethics across the College and District.
- A leader who promotes cohesiveness and respect among all College and District constituents; resolves controversial issues and problems in a timely manner using input from constituent groups, and who is sensitive to the effects of decisions on students, the College, and the District.
- A consensus builder committed to faculty and staff diversity who uses and promotes an open, approachable management style that is inclusive, collaborative and enthusiastic and who values and supports staff development, motivates employees, and acknowledges their contributions.

## Plans Lasting Internal Change

- A thoughtful leader who uses an integrated planning process to ensure that the College develops and implements master plans, strategic plans, and student equity plans that significantly improve student access and success.
- A leader with a track record of fiscal integrity, responsibility, and accountability.



## Results-Oriented

- A leader who ensures that the College follows an integrated planning process that complies with accreditation standards by including effective implementation of plans, routine assessment of progress, and continuous data-informed improvement.
- An educator with a results-oriented approach who promotes a culture of inquiry and evidence, and aligns plans and implementation efforts to measurable objectives.



## **Communicates Effectively**

- An educator who possesses exceptional interpersonal, written and oral communication skills and uses those skills to foster strong relationships; to develop shared priorities; and to identify and resolve problems with leadership.
- A leader whose communication and management style is effective in the College's multicultural/multilingual environment, a style that instills confidence and trust, and a style that has the impact of calming difficult situations.

## **Develops Effective External Partnerships**

- A leader who uses the College's influence and resources to pave the way for ongoing student access and success by forging partnerships with outside entities, including K-12 school districts, four-year colleges, community-based organizations, and employers.
- A leader who actively participates in community organizations for the sake of establishing and strengthening college/community relationships.

# QUALIFICATIONS

## **Minimum Qualifications**

In keeping with the minimum qualifications for faculty and administration in California Community Colleges, the candidate must demonstrate that he/she satisfies all of the following:

- An earned Master's degree from an accredited college or university
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment or possession of a valid California Community College Supervisory Credential
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students

## **Desired Qualifications**

- Earned doctorate from an accredited institution
- Teaching or student services experience, preferably at the postsecondary level
- At least three years of successful, progressively responsible management or administrative experience in student services, or a related field, preferably in a community college or other post-secondary institution

# COMPENSATION

Salary: \$120,563 - \$151,863 based on education and experience. A doctoral stipend of \$2,021 is available. In addition, the District offers an attractive fringe benefit package including medical, dental, and vision coverage for the employee and dependents, and life insurance for employees. Employees are also members of the California State Teachers' Retirement System (CalSTRS).

# EQUAL EMPLOYMENT OPPORTUNITY

State Center Community College District is committed to equal opportunity/equal access in all of its employment, programs, and services. The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans and people with disabilities are encouraged to apply.



# CANDIDATE INQUIRIES

For confidential inquires about the Clovis Community College Vice President of Student Services position, contact:

**Dr. Eva Conrad**

Community College Search Services  
805.660.1527  
eva.e.conrad@gmail.com

For inquires regarding the submission of application materials online, contact:

**Sandi Edwards**

Senior Human Resources Technician  
(559) 244-5976 (direct)  
sandi.edwards@scccd.edu

# TO FILE AN APPLICATION

All inquiries, nominations, and applications will be held in the strictest confidence.

Nominations and applications will be accepted until the position is filled. To be included in the first screening of applications, submit the following application materials by 11:55 p.m. on March 16, 2018 to <http://scccd.peopleadmin.com/postings/2013>.

1. A State Center Community College District application, which can be accessed at <http://scccd.peopleadmin.com/postings/2013>
2. A letter of application, preferably no more than seven pages, that describes how your education and experience address the Desired Characteristics identified in this position announcement
3. A current resume of professional experience, educational background, and other pertinent information
4. A list of eight references: two supervisors, two subordinates (including one support staff member), two faculty (or equivalent), and two community members. Include home telephone, business telephone and e-mail addresses for each.

