



## **Associate Vice President for Student Affairs – Student Transitions (Administrator III) Position Description**

### **Job Summary**

The Vice President of Student Affairs Office is committed to transforming the lives of our students academically and professionally, equipping all with the knowledge and skills required for success at Cal State Fullerton and beyond degree completion. We are seeking an exceptional individual to join our team as the Associate Vice President for Student Affairs. The ideal candidate in this role should have a positive attitude, an active, energetic mind, and a leadership style that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Reporting directly to the Vice President for Student Affairs, the Associate Vice President provides leadership and direction in the Student Affairs division, is a member of the VPSA Management Team and Student Affairs Executive Committee, administers policies affecting the academic and developmental needs of students, and has direct responsibility for overseeing the Student Transitions Cluster: Admissions; Financial Aid; Outreach, Recruitment, and Orientation; and Educational Partnerships—including Federal Grants (Upward Bound, Gear Up, McNair, and Educational Talent Search). Within the campus' strategic enrollment management enterprise, the AVP emphasizes advancement of the overall enrollment goals of the university. In partnership with the division of Academic Affairs, the AVP provides co-leadership and direction for the Strategic Enrollment Management/Enrollment Targets Oversight Group and provides shared guidance and advice to campus senior administrators (including the President, Vice Presidents, Provost, College Deans, etc.) on enrollment management issues.

Campus-wide responsibilities include collaborating with the office of the Provost and Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for University Advancement, Vice President for Human Resources, Diversity and Inclusion, Vice President for Information Technology, College Deans, and other units to improve student transitions, implement and assess strategic enrollment initiatives and enrich student life.

The person holding this position serves on various campus and University committees and fosters an appreciation for students from diverse ethnic, cultural, and socio-economic backgrounds and is instrumental in promoting CSUF as a Hispanic Serving Institution Institute (HSI), Asian American, Native American, and Pacific Islander Serving Institution (AANAPISI), and Minority Serving Institution (MSI). The AVP seeks grant funding sources and raises funds for scholarships. In addition, the AVP represents CSUF, the President, and the Vice President for Student Affairs at various community relations events. Other duties as assigned.

### **Essential Qualifications**

Minimum of seven years of higher education experience in an administrative or supervisory capacity, and in managing large complex budgets. Knowledge of and experience in enrollment management practices and admissions processes. Understanding of federal and local regulations and procedures related to financial aid and student recruitment operations. Experience working with student information systems and leveraging technology to support enrollment management processes. Ability to collaborate with other university divisions and work with a wide range of stakeholders and departments. Experience serving a diverse student population and supporting student success, with an understanding of and experience with student outreach, recruitment, admissions, orientation, and transition to university life. Excellent written, verbal, organizational, analytical, and interpersonal skills. Demonstrated commitment to promoting diversity and inclusive excellence.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

### **Preferred Qualifications**

Doctorate in a relevant field (counseling, psychology, higher education administration, etc.).

Extensive knowledge of higher education, student affairs philosophy and the policies and procedures of a large, complex higher education institution. Knowledge of emerging trends and needs in the student population. Strong management skills including but not limited to policy development, budget, management, program development and supervisor/evaluation responsibilities. Demonstrated commitment to working with and advocating for ethnically and culturally diverse student populations. Knowledge of the California State University's Graduation Initiative 2025.