

Job Level	Assistant Vice President for Student Success	Project/Prog Management Level II
Oversight Received	<ul style="list-style-type: none"> * This will undertake projects related to: (1) the University's Student Success efforts, a joint responsibility of the VPSA, VPUA, and the Associate Provost for Educational Attainment (APEA); (2) overall leadership within the Division of Student Affairs, with particular emphasis on projects connecting student and academic affairs; and (3) other duties as assigned by the VPSA and VPUA. 	<ul style="list-style-type: none"> ▪ Works independently with high-level oversight
Problem Solving	<ul style="list-style-type: none"> * Provide planning support in start-up phases of new student success initiatives. * Support the development of the Student Success Initiatives by initiating, facilitating, assessing, or leading activities as determined by the VPSA and VPUA. Such activities will include presentations to groups on- and off-campus, including the Cabinet, Board of Governors, and external policymakers and stakeholders. * Participate in, and provide support for, the activities of the Provost Advisory Committee for Student Success (PASS), Advisory Committee on Undergraduate Affairs (ACUA), and other such committees. * Collect and analyze quantitative and qualitative institutional data from existing sources on issues relevant to promoting student academic success and persistence to graduation. Conduct new studies when appropriate. 	<ul style="list-style-type: none"> ▪ Provides recommendation on analysis, project identification, design, communication, and integration of programs ▪ Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls ▪ Manages University-wide programs, initiatives, or projects
Interaction/ Communication	<ul style="list-style-type: none"> * Supervise the Director of the Academic Advancement Center, Executive Director of the Career Center, and Student Success Projects Manager. * Provide direction and leadership for Academic Support cluster in Student Affairs (includes the Academic Advancement Center, Career Center, Center for Advising and Student Achievement, Colorado Challenge, and Student Success Projects Manager). * Communicate relevant data and studies in a manner that is useful and understandable. * Participate in the national conversation on Student Success through publications and presentations at regional, national, and international conferences. 	<ul style="list-style-type: none"> ▪ Single point of contact for programs, initiatives, or projects
University Impact	<ul style="list-style-type: none"> * Collaborate with others on campus to submit and implement grants in support of CSU's student success initiatives. Current grants include the Integrative Planning and Advising for Student Success (IPASS) Grant. The AVPSS co-chairs the implementation committee for the IPASS grant with the VP for Information Technologies and Dean of Libraries. The systems included in the IPASS implementation include: EAB's SSC Campus, U.direct/U.achieve, Beacon, Canvas, Ellucian Mobile, Learning Analytics. * In collaboration with the VPSA, VPUA, Vive Provost for Faculty Affairs (VPFA), and the APEA, serve as a point of contact with department chairs, associate deans, faculty, and unit leaders in Academic Affairs and Student Affairs for the purpose of soliciting input about, and generating support for, initiatives promoting curricular and co-curricular learning experiences, persistence, and degree-completion. 	<ul style="list-style-type: none"> ▪ Impact of programs is medium to long-term duration ▪ Program participation tends to be required
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Approve Budgetary Recommendations of Direct Reports * Oversee and manage the Student Success budget. (Per Alan Lamborn, the budget varies, may be anywhere from 100K to 500K.) 	<ul style="list-style-type: none"> ▪ Manages program budget ▪ Program budget is small to medium
People Management	<ul style="list-style-type: none"> * Supervise 3 FTE AP positions: Director of the Academic Advancement Center (position # 012102), Executive Director of the Career Center (position #012026), and Student Success Projects Manager (position # 019072). 	<ul style="list-style-type: none"> ▪ May have people management responsibility for pay reviews, performance management, and resource planning