Executive Search Profile

VICE PRESIDENT
OF STUDENT SERVICES

Olympic College
Bremerton, WA
The **OPPORTUNITY**

*Olympic College* is in a period of change. With a dynamic new president, membership in Achieving the Dream, a laser-like focus on desegregated student data combined with a redoubled focus on closing opportunity gaps, the college is seeking an experienced higher education leader with a proven record of holistic, equity-minded support for the success of a diverse student body.
Olympic College is recognized as one of the top community colleges in the nation. In 2017, the college received the Outstanding College/Corporate Partnership Award from the American Association of Community Colleges in recognition of its apprenticeship program with Puget Sound Naval Shipyard & Intermediate Maintenance Facility. The college was an Aspen Prize top ten finalist in 2015, the preeminent national recognition for community and technical colleges.

In 2018, OC joined Achieving the Dream (ATD), a national network of nearly 300 community colleges. As an ATD network institution, OC is committed to increasing graduation rates, and closing racial, ethnic, socioeconomic, and other opportunity gaps.

Founded in 1946, OC serves nearly 11,000 students annually across campuses in Bremerton, Poulsbo and Shelton. The college offers numerous pathways so that students can achieve their educational goals, including professional-technical certificates, associate and bachelor’s degrees. OC also partners with institutions such as Washington State University, Western Washington University and others to enable students to obtain bachelor’s degrees without leaving Kitsap County.

With the second largest military-connected population of any college or university in Washington, OC is proud to offer innovative programs and services like the Military and Veteran Support Center, where students receive wrap-around services under one roof.
Dr. Marty Cavalluzzi joined OC in 2018 after serving for five years as the president of Pierce College in Puyallup, WA. As a community college graduate, Dr. Cavalluzzi has benefited personally from the open-access mission of institutions like OC. He is leading the college through a transformative change process, Achieving the Dream, which will ensure that more students from all backgrounds graduate and earn a credential that leads to family wage jobs in our community.

He holds a Doctor of Philosophy in Marine Science from The College of William and Mary in Virginia, a Bachelor of Science in Fisheries from Humboldt State University in California and an Associate of Arts from Orange Coast College in California. Before becoming president at Pierce College – Puyallup, Dr. Cavalluzzi served as the Executive Vice President for Instruction and Chief Academic Officer at Edmonds Community College from 2006 through 2013.
Our

LOCATION

Olympic College is ideally located in the Pacific Northwest on the Kitsap Peninsula and serves nearly 300,000 residents in Kitsap and Mason counties.

The college’s main campus is located in Bremerton, a short ferry ride from Seattle, the economic and cultural center of our state and not far from Olympic National Park. The campus features state-of-the-art facilities centrally located close to Bremerton’s growing downtown with a thriving artistic and cultural community.

Poulsbo, located in the north end of Kitsap County, has an area of 4.5 square miles and a population of approximately 11,000 residents. Nestled in a valley between the majestic Olympic and Cascade Mountain ranges, this historically Norwegian community is commonly referred to as “Little Norway on the Fjord,” and features breathtaking scenery and numerous attractions.

The College’s Poulsbo Campus is situated on 20 acres of land and is conveniently located for residents of Bainbridge Island and the northern part of Kitsap Peninsula.

Shelton is the county seat of Mason County and is the western most city on Puget Sound with approximately 10,000 residents. Situated on 27 acres of land, the Shelton Campus offers computer labs, a media center, student services, study and social areas, and the Johnson Library.
The Opportunity

VICE PRESIDENT OF STUDENT SERVICES

THE POSITION

Olympic College is in a period of change. With a dynamic new president, membership in Achieving the Dream, a laser-like focus on disaggregated student data combined with a redoubled focus on closing opportunity gaps, the college is seeking an experienced higher education leader with a proven record of holistic, equity-minded support for the success of a diverse student body.

The Vice President of Student Services supervises seven direct reports and oversees a division with 250 staff and faculty and a $5 million budget. The Vice President provides strategic vision, leadership and management for the following areas: Enrollment Services and Registration (Financial Aid, Military & Veterans Programs, Outreach & Recruitment, and Running Start), Student Development Services (Access Services, Advising, Counseling, Testing Center, Opportunity Grant, and the Students in Need Program), Student Leadership and Success (Student Programs & Activities, Conduct, and Student Government), Student Services (International Education and Study Abroad, Multicultural Cultural Support Services, and Residence Life), Athletics, and the Sophia Bremer Child Development Center.
THE POSITION (Cont’d.)

Reporting to the President, the Vice President of Student Services is the College’s Chief Student Affairs Officer and a member of the President’s Executive Team. The Vice President works closely with the Student Services Leadership Team, the Vice President for Instruction, and the Executive Team to develop and implement strategic plans that focus on the creation of a holistic student experience from connection to graduation. The Vice President will collaborate with the Vice President for Instruction, instructional deans, and faculty to ensure the integration of instructional and co-curricular planning, student learning, and assessment; and, with the Vice President for Equity and Inclusion to ensure that equity priorities are embedded in hiring, professional development, student development and student success strategies.

The Vice President will provide college-wide support and leadership for developing Guided Pathways under our Achieving the Dream framework, and implement effective strategies and performance measures to improve and sustain student completion results. The Vice President of Student Services will embrace and promote a customer-focused philosophy within their division and create a culture of teamwork and support. Further, the Vice President will foster strong relationships within the local community, encouraging creative partnerships to benefit our students and the community.

THE SALARY

$125,000 – $129,000

ESSENTIAL FUNCTIONS

• Work effectively and collaboratively with individuals across a range of abilities as well as racial, ethnic, cultural, sexual orientation, gender identity, religious, and socioeconomic groups

• Work with all members of the Executive Team to advocate for student success and the best interests of the college as seen through an equity lens

• Facilitate a campus culture and climate of inclusion, accessibility, belonging, and an authentic commitment to diversity, multiculturalism, and equity

• Demonstrate strong financial and budget management skills

• Work with the Student Services team to establish and implement a system of policy, program, and service review and improvement that ensures effective support for equitable student learning and success

• Provide college-wide leadership and divisional supervision that fosters continuous improvement, teamwork, trust, civility, cross-functional cooperation, and accountability for student success and equitable outcomes
ESSENTIAL FUNCTIONS (Cont’d.)

- Support adherence to the Student Conduct Code, including effective case management, adjudication, and prevention education, by serving as a member of the Behavioral Intervention Team, serving as co-chair of the Bias Assessment and Response Team, collaborating with the Title IX Coordinator, and serving as the student conduct hearing officer

- Forge effective partnerships within the community and across the institution to foster comprehensive support for student success

- Develop and execute an aligned divisional strategic plan with performance measures and monitoring to support the college's strategic plan and institutional

- Represent the college on State Board or other statewide bodies, such as the Washington State Student Services Commission

- Demonstrate effective verbal, written, interpersonal, and intercultural communication skills

MINIMUM QUALIFICATIONS

- Master's degree in higher education leadership, student development, college student personnel, counseling, psychology, or a related area from an accredited college or university.

- Five (5) years related administrative experience in an educational setting.

SUCCESSFUL APPLICANTS WILL BE ABLE TO:

- Display a record of successful administrative leadership experience demonstrating exceptional organizational, communication, interpersonal, and personnel management skills

- Demonstrate experience with student conduct case management and adjudication

- Demonstrate thorough knowledge of federal laws and regulations pertaining to students' rights and responsibilities, including the Civil Rights Act of 1964, the Americans with Disabilities Act, Title IX, FERPA, and the Clery Act

- Forge effective partnerships within the community and across the institution to foster comprehensive support for student success.

- Demonstrate an appreciation of diversity and the benefits of a commitment to cultural awareness and sensitivity in the workplace.

- Demonstrate an understanding of and commitment to the Olympic College mission, vision and values.

- Demonstrate ethics, integrity and sound professional judgment
**ADDITIONAL INFORMATION**

**Terms of Employment:**
This is a full-time, 12 month exempt administrator contracted on an annual basis. The salary is $125,000 - $129,000 DOE/DOQ which will be prorated to reflect the remaining contract days during the fiscal year. Benefits include an exceptional package including medical, dental, vision, life, vacation, holiday and sick leave. This position requires flexibility in scheduling to meet the needs of the department including travel, evening and weekend events. Must be able to work days, evenings or weekends at any college site or location as needed including Bremerton, Poulsbo, and Shelton campuses.

**Conditions of Employment:**
- Successful completion of a criminal history background check and credit screening prior to employment.

**Application Materials:**
- Olympic College Online Application
- Resume or Curriculum Vitae
- Cover Letter – in your cover letter describe how your background and experience sets you apart for this position
- Unofficial college transcripts. Official transcripts and copies of mandated certifications will be required of the successful candidate

All application materials become the property of Olympic College.

For technical support, contact NEOGOV at 855-524-5627 between 6am and 6pm Pacific Time, Monday-Friday.

Corrected or extended notices for this recruitment will be posted in the Human Resource Services Office and the Olympic College web site.

Olympic College is an Equal Opportunity Employer and Educator.
Olympic College is an equal opportunity employer that strives to create a workforce that mirrors and values our diverse students. We are laser focused on student success and closing equity gaps, and invite applications from individuals who share those commitments and can demonstrate their ability to advance them. Persons needing accommodations in the application process or this announcement in an alternative format may contact Olympic College Human Resource Services, jobs@olympic.edu and/or (360) 475-7300.

Corrected or extended notices for this recruitment will be posted in the Human Resource Services Office and the Olympic College website.

EMPLOYMENT QUESTIONS jobs@olympic.edu  APPLICATION PROCEDURES olympic.edu/employment

Olympic College
Human Resources Services

College Service Center, Fifth Floor • 1600 Chester Avenue, Bremerton, WA 983371699

PHONE 360-475-7300  HOURS Monday-Friday, 8:00 AM - 4:30 PM