Notice of Vacancy

Location of Position: District Office

Position Available:
Vice President of Institutional Advancement/Student Services/Enrollment Management

Classification:
X Administration  ___ Faculty
___ Staff  ___ Hourly

Date Position Available:
September 1, 2013

Salary Scale:
Administrative Level V (Based on Applicable Experience)

Qualifications & Experience:

MANDATORY:  (M1) Doctorate Degree in an appropriate field from a regionally accredited institution of higher learning. (In extraordinary circumstances, the college may consider an applicant with an ABD status and a demonstrated commitment to completion of degree)  (M2) Minimum of ten (10) years of applicable and successful administrative experience in a community college setting, preferably in leading a student services, advancement or public relations division.  (M3) Strong written, interpersonal, and oral communication skills.  (M4) Demonstrated leadership and managerial skills.  (M5) Extensive knowledge of the following areas of community college administration: Enrollment Management, Organizational Leadership, Institutional Advancement, Strategic Planning, Marketing, Public Relations, Student Services, Fundraising and Development.

DESI RABLE:  (D1) Earned doctorate or substantive progress toward doctorate in an appropriate field from a regionally accredited institution of higher learning.  (D2) Demonstrated success in student services leadership and enrollment management  (D3) Familiarity with basic Internet, Email, and Word Processing functions.  (D4) Familiarity and experience with the multi-campus environment.  (D5) An understanding of and a commitment to the comprehensive community college philosophy.

The College:

Mississippi Gulf Coast Community College is a comprehensive two-year public institution committed to making a positive difference in people’s lives every day. As one of the top-100 associate degree-granting community colleges in the nation, Gulf Coast has served the four-county district of Jackson, George, Harrison, and Stone counties for almost 100 years. The college helps to meet the educational and training needs of individuals as well as business and industry at four campuses and four centers in south Mississippi. The campuses include: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS; Community Campus, Gulfport, MS. The centers include: West Harrison County Center, Long Beach, MS; George County Center, Lucedale, MS; Keeler Center, Biloxi, MS; and Naval Construction Battalion Center, Gulfport, MS. Additional information concerning the college may be found at www.mgcccc.edu

Mississippi Gulf Coast Community College is accredited by the Mississippi Commission on College Accreditation and by the Southern Association of Colleges and Schools (SACS) to award associate degrees. Several programs are accredited nationally. Offerings include academic, technical, career, and adult continuing education programs.

Application Information:

For additional information on the position, contact:

Dr. Mary S. Graham
President, Mississippi Gulf Coast Community College
Post Office Box 609
Perkinston, Mississippi 39573
(601) 928-6280
E-mail: mary.graham@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:

August 16, 2013

Mail all documents to: Human Resources Office
P.O. Box 609
Perkinston, MS 39573
E-mail: human.resources@mgccc.edu

Job Listing Web Address: www.mgcccc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.
GENERAL STATEMENT OF FUNCTION: The Vice President of Institutional Advancement/Student Services/Enrollment Management reports directly to the President of MGCCC and is responsible for providing leadership and support in communicating the college mission, vision and institutional priorities to internal and external constituents. The Vice President is responsible for directing all public relations, publications, recruitment and marketing functions of the College including college print and electronic publications, public information, media relations, student recruitment, advertising and special event planning and promotion. The Vice President is also responsible for the administration of the Mississippi Gulf Coast Community College Foundation and the Alumni Association and will work closely both the foundation and alumni boards to fulfill the purposes of the division. The Vice President will also lead the enrollment management strategic plan implementation for the institution which will focus on student retention and completion. The Vice President will serve as the official spokesperson for the college and will participate as an active and engaged member of the college’s Executive Council to fulfill the mission of the institution.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Work directly with College President and members of the Executive Council to build community support for the college.

2. Work with the College President and members of the Executive Council to develop projects and programs that advance the institutional mission, vision and commitments.

3. Develop and implement strategies for enhancing the college’s relationship with the local media; actively pursue opportunities to promote the college in state and national publications and educational organizations.

4. Direct the Public Information Officer and Sports Information Director in the dissemination of college news.

5. Serve as the official spokesperson for the College to disseminate information as appropriate.

6. Prepare correspondence and presentation materials as needed for the President.

7. Work with members of the Executive Council in developing messages and presentations for college employees and other groups.

8. Generate and coordinate story ideas and items that need coverage in the newspapers, employee correspondence, Board of Trustees newsletter and the alumni magazine.

9. Supervise the production of the annual President’s Report and all other College publications.
10. Oversee the creative development of the MGCCC website and ensure that the site provides information and services that enhance student enrollment.

11. Direct the branding of the institutional image.

12. Supervise the creative development of advertising and marketing materials.

13. Direct the College’s crisis communication plan.

14. Lead the Institutional Relations departmental planning; set and achieve goals and objectives that are compatible with the college mission, vision and institutional commitments.

15. Responsible for the planning and public relations aspects of special events such as building dedications, college anniversaries, legislative functions and other special event activities associated with the President’s Office.

16. Direct the planning of special functions including the annual Counselors’ Workshop, Tri-Campus Leadership Workshop and Bulldog Day.

17. Develop and monitor visual communication guidelines for the printing and production of all college materials.

18. Provide public relations and marketing assistance to the Mississippi Association for Community and Junior Colleges as directed by the College President.

19. Work directly with College President and members of Executive Council to build community support for the college.

20. Direct the college recruitment and enrollment development functions and supervise recruitment personnel.

21. Responsible for the administration and operation of the Mississippi Gulf Coast Community College Foundation and all associated responsibilities.

22. Supervise the Institutional Relations and Alumni/Foundation divisions. Oversee the supervision and evaluation of the personnel within each department.

23. Serve as Director for the MGCCC Foundation Board and work with the Foundation Board and the College President to develop an effective fund raising plan and implement fund raising activities to accomplish goals.

24. Administer the day-to-day activities of the Foundation.

25. Oversee and assure compliance with all applicable regulations concerning operation of the Foundation and keep President apprised of all expenditures and donations.

26. Work closely with college President to research donor opportunities and planned giving requests.
27. Work with the District Business Office and the Auditing Firm to maintain proper records and procedures.

28. Effectively manage the investments and assets of the Foundation.

29. Incorporate Alumni Foundation promotional materials into college-wide marketing plan.

30. Prepare correspondence, as needed, for the President and Foundation Board of Directors.

31. Develop and implement an annual giving program, which cultivates relationships with alumni and other friends of the college.

32. Establish and promote positive relationships with supporters of the college.

33. Support the mission of the college through the College Foundation and its operations.

34. Work with the College Construction Manager and the Vice President for Administration and Finance to assure proper acquisition, maintenance and upkeep of Foundation properties.

35. Lead a continuing program of external funding opportunities for the promotion of the College Mission.

36. Constantly work to build relationships with groups, individuals and organizations that may be or are supporters of the College Mission.

37. Plan, organize and lead periodic capital fund raising campaigns on behalf of the College Foundation.

38. Responsible for the supervision of the Alumni Officer and the other duties associated with the successful operation of the MGCCC Alumni Association.

39. Work closely with the Deans of Student Services and Executive Council members to facilitate effective and efficient student service operations.

40. Co-chair the District Graduation Committee with the Vice President for Instruction and Community Campus.

41. Chair the Student Services Council.

42. Lead the Admission functions of the college.

43. Serve as the college-wide Registrar.

44. Lead the Financial Aid functions of the college.

45. Lead the college’s academic and career/technical counseling effort.
46. Coordinate publication of Student Handbooks and student services portions of the Catalog.

47. Assist in coordinating the Financial Aid and Student Services modules of Banner and approve any user access to those modules through the Computer Center.

48. Coordinate accreditation-related activities within the college’s student services area, including outcomes assessment and documentation of institutional effectiveness.

49. Assure college compliance with all applicable federal, state and college regulations with respect to admissions, financial aid, and other student services functions.

50. Develop an Enrollment Management Plan for the Institution with a focus on student retention and completion. Implement the plan in conjunction with Executive Council.

51. Work with the College Executive Council to execute enrollment management efforts and strategies.

52. Prepare budget requests and manage the Institutional Relations, Student Services and Recruitment budgets.

53. Assure that the job performance of all Institutional Relations and Foundation and Alumni are evaluated annually.

54. Coordinate the annual goals and objectives for Student Services, Institutional Relations, and Foundation and Alumni.

55. Coordinate the development of the Crisis Communication Plan and monitor its implementation.

56. Attend and support college events, programs and activities as directed by the college President.

57. Serve as an active member of the community in groups and organizations.

58. Perform other duties as assigned by the College President.