

FLORIDA GATEWAY COLLEGE

Job Description

VICE PRESIDENT - STUDENT SERVICES

DISTINGUISHING CHARACTERISTICS:

This is an executive, administrative position with college planning and supervisory responsibilities. An employee in a position allocated to this class is responsible for supervision and coordination of all phases of the student service functions including Admissions, Registration, Advising and Student Development, Testing, Student Activities, Disability Services and Financial Aid. Duties may include the coordination of all State and Federal reports, and serving as liaison between college and community. Assumes duties of President in President's absence as assigned. An employee in a position allocated to this class must have a significant role in the preparation and administration of budgets; or must perform duties which include exercising independent judgment in formulating or assisting in the formulation of policies and procedures which may have significant impact in personnel administration and employee relations.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises the management and operation of Admissions.
Supervises the management and operation of Registration.
Supervises the management and operation of Advising and Student Development.
Supervises the management and operation of Testing.
Supervises the management and operation of Student Activities.
Supervises the management and operation of Disability Services.
Supervises the management and operation of Financial Aid.
Coordinates all aspects of Graduation.
Coordinates required reports to Board of Trustees, State and Federal agencies, and professional associates.
Provides liaison between college, community, and State Department of Education.
Acts as resource person to faculty, staff and students.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of overall community college concept. Knowledge of student, academic, vocational, and community service functions of the College. Knowledge of accounting and budgeting principles. Knowledge of management principles and practices. Knowledge of applicable State and Federal regulations. Knowledge of personnel administration principles and practices.

Ability in verbal and written communication. Ability to handle stress situations effectively. Ability to understand physical, academic, and administrative needs of the College. Ability to establish appropriate priorities and goals. Ability to reach timely decisions.

EDUCATION AND EXPERIENCE:

Master's degree in an academic discipline or equivalent degree (Doctorate degree preferred). Plus, increasingly responsible student development administrative experience within the last five years at the Dean level or above. Computer literate desirable.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

LINDA P. CROLEY, Ph.D.

782 SW Rosemary Drive
Lake City, Florida 32024
(386) 754-4298 (work)
(423) 322-2315 (cell)

EDUCATION

Doctor of Philosophy, Higher Education

University of South Florida, Tampa, Florida, August 1995

Masters of Arts, Psychology

University of West Florida, Pensacola, Florida, May 1987

Bachelor of Arts, Psychology

University of West Florida, Pensacola, Florida, May 1985

Associate of Arts, Liberal Arts

Lake City Community College, Lake City, Florida, May 1983

WORK EXPERIENCE

VICE PRESIDENT FOR STUDENT SERVICES

July 1, 2012 - Present

Florida Gateway College (Formerly Lake City Community College)
Lake City, Florida 32025

Chief student affairs officer for Florida Gateway College. Responsible for the areas of Admissions/Enrollment Management, Advising, Registrar, Testing, Disability Services, Financial Aid, and Student Activities. Serve as the campus judicial affairs officer. Report directly to the President and serve as a member of the executive team. Make recommendations to the President concerning the mission and scope of the division and develop plans and policies to implement to improve college activities and programs. Coordinate and conduct the evaluations of the Student Services staff and oversee all Student Services personnel decisions. Serve on various on-campus and off-campus committees. Attend state-wide meetings of student affairs officers. Oversee all student services' budgets. Oversee the systematic strategic planning and assessment process for all student services at Florida Gateway College. Work with faculty, staff and administrators to promote student success on campus.

DEAN OF STUDENT SERVICES

September 2006 – June 30, 2012
Lake City Community College
Lake City, Florida 32025

Chief student affairs officer for Lake City Community College. Responsible for the areas of Admissions, Testing, Disability Services, Athletics, Student Housing, Financial Aid, Advising, and Student Activities. Serve as the campus judicial affairs officer. Serve on various on-campus and off-campus committees. Attend state-wide meetings of student affairs officers. Supervise and conduct evaluations for the student services staff. Oversee all student services' budgets. Oversee the systematic strategic planning and assessment process for all student services at Lake City Community College. Work with faculty, staff and administrators to promote student success on campus.

VICE PRESIDENT FOR STUDENT SERVICES

January 2006 – September 2006
Cleveland State Community College
Cleveland, Tennessee 37320

Chief student affairs officer for Cleveland State Community College. Supervised, coordinated and administered programs in the areas of Student Development and Testing (including counseling, advising, testing, disabled student services and minority student affairs), Admissions and Records (including registration), Athletics, Marketing and Public Information, Enrollment Management, Adult Student Services, Financial Aid, and Campus Recreation (student activities). Reported directly to the President and was a member of the senior team. Made recommendations to the President concerning the mission and scope of the department and developed plans and policies to implement and improve college activities and programs. Coordinated and conducted the evaluations of the Student Services staff and oversaw all Student Services personnel decisions. Oversaw all Student Services budgets and assumed responsibility for the appropriate use of funds. Worked with faculty and staff to promote a student-centered campus environment that supported the personal, social and academic development of all students.

INTERIM ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

September 2000 – May 2001
Georgia Perimeter College
Atlanta, Georgia 30034

Responsible for all Student Affairs issues that affected all four campuses of Georgia Perimeter College. Supervised the Assistant Vice President of Enrollment Management, the Directors of Financial Aid, Athletics, Testing, and the Center for Disability Services. Responsible for the college-wide Student Affairs budget, the Athletic Fee budget process and the Student Activity Fee budget process. Responsible for all aspects of Commencement. Responsible for the production of the Student Handbook. Served on a college-wide committee, chaired by the Vice President for Financial Affairs, to streamline the college-wide budget process. Liaisoned with campus Provosts and Deans to promote efficient and effective programs for students. Attended state-wide Board of Regents meetings concerning Student Affairs issues. Consulted with the College President and Vice Presidents on decisions that affected the college and its constituencies.

DEAN OF STUDENT SERVICES

May 2000 – September 2000
Georgia Perimeter College, Gwinnett Center
Atlanta, Georgia 30043

Supervised the Directors of Enrollment and Registration Services, Student Life, and Advising and Counseling Services. Responsible for all Student Services issues on campus. Responsible for student disciplinary proceedings. Co-developed a streamlined procedure for the orientation, advising and registration process. Worked with the offices of Financial Aid and Financial Affairs to help resolve parent/student financial issues with the institution. Worked with the Dean of Academic Services and other faculty to promote student well-being. Worked with the campus Provost to oversee and develop all campus student development programming.

ASSISTANT DIRECTOR - ACADEMIC ADVISING AND COORDINATOR OF DISABILITY SERVICES

June 1999 – May 2000
Agnes Scott College
Atlanta, Georgia 30030

Assigned faculty advisors and assessed the academic advising system for the college. Worked with various offices such as Admissions and Recruitment, Registrar, Graduate Studies, and International Education throughout the academic year. Assisted in student recruitment and retention through student and student/parent relations. Evaluated transfer credits for incoming students. Monitored the academic progress of continuing students. Worked with faculty to design and implement new advising procedures. In order to ease the transition for students transferring from Georgia Perimeter College to Agnes Scott College, utilized an ACCESS database to design and implement a computer based articulation agreement between GPC and ASC. Assisted in the development of Agnes Scott's web page. Developed and implemented new policies and procedures for serving students with disabilities. Served on the college's Retention Task Force. Responsible for Director's duties in the Director's absence.

DIRECTOR-COUNSELING CENTER AND DISABILITY SERVICES

September 1995 – June 1999
University of South Carolina - Aiken
Aiken, South Carolina 29801

Counseled individuals concerning stress management, test anxiety reduction, depression, and general academic and personal development issues. Conducted workshops throughout the year on stress management, time management, reading and note taking skills, test preparation and test taking skills. Provided personal counseling services, drug and alcohol and sexual assault programming for USCA students, faculty, and staff. Provided crisis intervention as necessary. Consulted with parents and incoming students concerning services available for students with disabilities. Reviewed medical, psychological and educational documentation to determine appropriate ADA classroom accommodations for students. Conducted workshops and attended meetings to train faculty and staff on ADA and 504 issues. Kept Vice Chancellor current on ADA regulations and court rulings. Hired, trained and supervised additional ADA staff. Consulted with Vice Chancellor on Judicial Affairs cases. Provided Vice Chancellor of Student Life and Services with annual reports of

counseling center and disability services usage, assessment and planning. Designed all publications for the Counseling Center and Disability Services. Co-designed and implemented the Peer Educator Program (a program in which students were trained to help other students on a variety of academic and social issues). Hired, trained and supervised the Peer Educator staff. Member of "Campus Cabinet" (a cabinet formed to discuss campus issues with the Chancellor of the University). Worked with faculty, staff, and student groups to enhance and expand academic support, counseling and disability services throughout the university community.

DIRECTOR - ORIENTATION AND RETENTION ASSESSMENT PROGRAMS

January 1994 - January 1995

University of North Carolina - Wilmington

Wilmington, North Carolina 28403

Designed, implemented and evaluated orientation programs for freshmen, parents, transfer, and unclassified students. Provided a comprehensive program that assisted all new students in their transition to the institution, exposed new students to educational opportunities, and oriented new students into the academic and co-curricular life of the institution. Assisted parents of new students in their understanding of the college environment and services and enhanced parental awareness of issues facing college students. Coordinated all academic and student affairs program components and developed and administered program evaluation instruments. Prepared and disseminated written interpretive summaries of all surveys, evaluations, and assessments. Hired, trained, supervised, and evaluated student staff. Instructor for the "Freshman Seminar" course (a three-credit course designed to ease the transition from high school to college for freshmen students). Served as an academic advisor for freshmen and sophomores prior to their entry into a major.

ACADEMIC ADVISOR AND COUNSELOR

May 1987 - January 1994

Center for Academic Advising

University of South Florida, Tampa, Florida 33620

Advised undeclared/undecided students for entrance into all majors including limited access and/or competitive majors. Advised students during

university-wide orientations including International, Former Student Returning, Evening, and Community College On-Site Orientations. Referred students to campus services provided by a university with an enrollment of over 34,000 students. Supervised the University of South Florida's Peer Advising Program. Conducted Senior Pending Workshops and coordinated the Senior Pending Project (a project designed to assist over 500 undeclared seniors into a major). Coordinated USF's State Mandated Academic Remediation Program. Coordinated the Center in the Coordinator's absence. Served on university-wide committees. Instructor for "University Experience" (a course designed to provide college survival skills, improve university retention, and enhance the college experience). Evaluated and certified Associate of Arts degrees.

ORIENTATION PROGRAM ASSISTANT

January 1992 - August 1992

Orientation Office

University of South Florida

Tampa, Florida 33620

Supervised and coordinated the training for 18 Orientation Student Leaders who were responsible for guiding groups of incoming freshmen, transfer students, and their parents through the orientation and registration process. Co-edited, compiled, and contributed to the "Freshmen Manual" which was distributed to approximately 2000 incoming freshmen. Worked closely with the Director of Orientation and a variety of university personnel in planning and organizing the orientation program.

EDUCATIONAL CONSULTANT

May 1989 - August 1989

College Survival, Inc.

Rapid City, South Dakota 57702

Consulted with college faculty and administrators on designing, implementing, and maintaining student success courses nationwide. Presented and exhibited at national workshops and conferences. Involved in the organization and production of national teacher training workshops for new instructors of student success courses.

ACADEMIC PEER COUNSELOR

May 1985 - May 1987

Department of Psychology

University of West Florida

Pensacola, Florida, 32514

Counseled undergraduates on academic matters. Worked with students to plan their academic goals at the university. Organized and conducted departmental orientations to recruit new students to enroll as psychology majors. Interviewed and trained future Academic Peer Counselors.

COUNSELING INTERNSHIP

January 1987 - April 1987

Counseling Center, University of West Florida, Pensacola, Florida 32514

Counseled students, their spouses, or significant others. Utilized: psychotherapy, vocational and career guidance, study skills training and test anxiety reduction, and general personal and academic counseling. Administered and interpreted the Strong-Campbell Interest Inventory and the Myers Briggs Type Indicator. Facilitated a "Career and Life Planning" course. Conducted a personal growth group and an eating disorder group. Organized guest speaker presentations.

COUNSELING PRACTICUM

January 1986 - August 1986 (same as above)

PSYCHOLOGY DEPARTMENT ASSISTANT

August 1983 - May 1985

University of West Florida, Pensacola, Florida 32514

Assisted the faculty and staff in the operation of the department. Referred students to services offered by the university.

HEALTH CLINIC ASSISTANT

August 1982 - August 1983

Lake City Community College, Lake City, Florida 32055

Assisted clinic nurse in medical emergencies and crisis intervention. Counseled students on birth control and stress management issues.

GUIDANCE AND PLACEMENT CENTER ASSISTANT

August 1981 - August 1982

Lake City Community College, Lake City, Florida 32055

Assisted students in career and college information gathering. Informed students of admission procedures for all Florida state universities. Instructed students how to use "CHOICES", a computer programmed to assess a person's career goals and academic aspirations. Maintained and updated the Career Resources Library.

COMMUNITY SERVICE**Meridian Behavioral Health**

Board of Associates Member for North Central Florida

Challengers Committee

United Way of Suwannee Valley

Altrusa

International Service Organization

Vice Chairperson and Scholarship Chairperson

Aiken County Commission for Disabilities

Leadership Aiken County Program Graduate

Leadership organization for the Aiken community

Advisor

High Adventure Club, University of South Carolina Aiken

Co-Advisor

Themis Freshmen Honor Society, University of South Florida

Crisis Intervention/Suicide Prevention Telephone Volunteer

Helpline/Lakeview Center, Inc., Pensacola, Florida 32501

PROFESSIONAL DEVELOPMENT

Chancellor's Leadership Seminar: Seminar for future Presidents/Leaders
 Representative At-Large for Council for Student Affairs (CSA)
 American College Personnel Association (ACPA): Member
 American Counseling Association (ACA): Member
 American College Counseling Association (ACCA): Member
 Association on Higher Education and Disability (AHEAD): Member
 National Assoc. of Student Personnel Administrators (NASPA): Member
 South Carolina Universities and College Council of Educators Enabling
 Disabled Students (SUCCEEDS): Member
 Mental Health Association: Member
 National Academic Advising Association (NACADA): Member
 GA Assoc. of Disability Service Providers in H. Ed. (GADSPHE): Member
 National Orientation Directors Association (NODA): Member
 National Coalition Building Institute (NCBI): Training graduate
 Southern Assoc. of College Student Affairs (SACSA) Conference: Attendee
 SUCCEEDS Conference: Attendee
 AHEAD International Conference: Attendee
 ACA International Conference: Attendee
 Conflict Mediation (ACA Pre-conference workshop): Attendee
 National Teleconference on Legal Issues and Disabilities: Attendee
 National Teleconference on Affirmative Action in Higher Ed.: Attendee
 Salome M. Heyward Workshop on Disability and the Law: Attendee
 South Carolina Student Personnel Association Conference: Attendee
 Judicial Affairs/Conflict Mediation SCSPA add-on Conference: Attendee
 Drug and Alcohol Prevention in Higher Education Workshop: Attendee
 Women's Health: Professional and Consumer Conference: Presenter
 College Survival Inc., National Teacher Training Workshops: Presenter
 College Survival Inc., National Conference: Presenter
 National Academic Advising Association Conference: Presenter
 Noel/Levitz National Conference on Student Retention: Attendee/Exhibitor
 Freshmen Year Experience, National Conference: Presenter/Host Institution
 You Create It All, College Survival Inc., National Workshop: Attendee

SCHOLARSHIPS AND HONORS

Leadership Aiken County Graduate, 1998
Outstanding Advisor Award, USF 1991
National Academic Advising Association Scholars Award, 1991
Outstanding Student in Psychology Award, UWF 1987
Student Representative for the Department of Psychology
Graduate Assistantships
Graduate Fellowships
John E. Frenkel Sr. Educational Grant
Foundation Scholarship
Dean's List
President's List
Graduated Magna Cum Laude, B.A.
Phi Kappa Phi - National Honor Society
Psi Chi - National Honor Society in Psychology
Alpha Sigma Lambda - National Honor Society
Student Affiliate of the American Psychological Association
Financed 100% of college education with work and scholarship