



FORT VALLEY STATE UNIVERSITY

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Inviting Applications and Nominations for

Executive Director of the Center for Student Engagement and Achievement



Named as one of the Best Historically Black Colleges and Universities for 2021 by College Consensus, **Fort Valley State University** seeks a higher education professional to serve as **Executive Director of the Center for Student Engagement and Achievement**. Reporting to the Vice President of Student Affairs and Enrollment Management, the Executive Director provides leadership in implementing comprehensive student academic assistance, student engagement, experiential learning, first-year transition, First- and Second-Year Experience programs, and academic advising to facilitate the successful retention and progression of students. **Take a virtual tour of the University at fvsu.vrtoursrvr.com.**



ABOUT THE UNIVERSITY

Located in Central Georgia, Fort Valley State University is a comprehensive institution offering 37 undergraduate and graduate degree programs. One of the University System of Georgia's three public historically black universities, FVSU is the state's only 1890 Land-Grant Institution. Dr. Paul A. Jones has served as President since 2015.

Founded in 1895, FVSU combines the personal attention and family feel of a small, private college with the level of research funding found at large public universities. The University's 1,365-acre main campus in Fort Valley has the second largest acreage of any Georgia university.

FVSU advances its mission and educational goals through three academic colleges: Agriculture, Family Sciences, and Technology; Arts and Sciences; and Education and Professional Studies. In fall 2020, the

University enrolled 2,827 undergraduate and graduate students.

The diverse faculty provide a supportive, yet challenging learning environment that encourages innovation and inspires lifelong learning and the realization of aspirations. Students benefit from strong mentoring by accessible professors. The close-knit campus community encourages personal and academic growth and establishes lifelong ties that extend well beyond graduation.

Ninety-two percent of the student body is from Georgia, and nearly 64 percent of the students are female. More than 83 percent of the students attend the University full-time.

FVSU has been recognized four consecutive years as the top public historically black university in Georgia. This #1 ranking includes *U.S. News & World Report*, 2019 and 2020 Best Colleges rankings, and the *Washington*

Monthly, 2019. In 2018, *Diverse Issues in Higher Education* listed FVSU as a top 10 producer of African Americans with bachelor's degrees in mathematics, engineering technology, family and consumer sciences, computer and information systems, psychology, and history in the state of Georgia.

The National Science Foundation provides more funding for science, technology, engineering, and math

research at FVSU than at any other public teaching college in Georgia, putting it in the top 10 for NSF-funded STEM research among all colleges in the state.

Fort Valley State University has produced graduates who have literally changed the world, serving as pioneers and trailblazers in civil rights, education, law and government, human rights, and public policy.



OUR MISSION

Fort Valley State University, founded in 1895, is an HBCU and 1890 Land-Grant institution providing excellent academic programs that integrate quality instruction, research, extension, and student learning experiences responsive to the needs of a culturally and economically diverse student population equipped to excel in the 21st-century global community.

OUR VISION

Fort Valley State University aspires to be the University of choice for students, faculty, staff, and future employers, recognized nationally and internationally for its excellence in teaching, research, service, exemplary academic programs, and globally competitive students.

OUR VALUES

- **Intellectual Excellence:** FVSU is committed to the highest standards of excellence by creating stimulating learning environments that promote intellectual growth, innovation, and discovery, and life-long learning.
- **Student-Centered:** Our top priority is students and providing them with an enriching, stimulating, and supportive environment.
- **Diversity:** We respect all people, cultures, ideas, beliefs, lifestyles, and perspectives.
- **Integrity and Collegiality:** We hold everyone accountable for their actions and engaging in honest, ethical behavior.
- **Engagement:** We serve as an important strategic partner and resource by promoting educational attainment, cultural enrichment, and economic development.



THE OPPORTUNITY

The Executive Director is responsible for the effective and efficient operation of the Center for Student Engagement and Achievement (SEA). Designed to build students' confidence and competence, SEA offers support services that enhance students' academic success and provides them with personal growth opportunities. The goal of the Center is to enable students to graduate on time with the skills set necessary to be successful beyond graduation.

SEA includes services in academic advising, career and professional development, assessment, tutorial services, and supplemental instructional assistance. The Center also conducts the First- and Second-year Experience Programs, which are designed to support first-year students in their successful academic and social transition to college life and second-year students by providing co-curricular engagement opportunities, career exploration, and academic skills that prepare them for upper-level coursework.

The Executive Director oversees all SEA personnel and is the direct supervisor of the Director of Advising & Retention, Director of First- and Second-Year Experience Programs, Assistant Director for Career & Professional Development, Assessment & Tutorial Coordinator, Reading & Writing Lab Coordinator, and the Office Manager.

Essential Duties & Responsibilities

- Provides leadership oversight and assistance to develop comprehensive student success strategies to coordinate the functions of the Career Services, Academic Advising, Student Engagement, Student Outreach, and Orientation programs as related to Student Success.
- Provides administrative leadership to the university community and works directly with the coordinators/directors within the Center for Student Engagement and Achievement to plan, organize, implement, and evaluate success strategies for student success.
- Develops the agenda for SEA in relation to the strategic priorities of the University related to student success, engagement, transfer matriculation, retention, and graduation.
- Manages articulation agreements with other colleges that ensure successful transition and completion of Freshman and Sophomore transfer students.
- Develops and provides recommendations, reports, and other materials for a variety of programs and projects and integrates the function of the Center for Student Engagement and Achievement in a manner that is responsive to student needs.
- Supervises staff who lead academic, student achievement, engagement programs, and services in the areas of academic advising, honors program, writing center, academic counseling, disability services, assessment, tutorial services, and learning support.
- Oversees the strategic planning, budget, assessment, and evaluation of the SEA programs and services.
- Develops strategic relationships with the Office of Recruitment and Admissions, Academic Affairs, Campus Life, Residence Life and Housing, Career Services, other academic colleges, and Institutional Research, Planning, and Effectiveness to ensure that there is a seamless transition in student academic achievement.

- Researches, establishes, and oversees the planning and implementation of activities and services for student success program components and promotional strategies to include student involvement.
- Performs other related duties as assigned.

Minimum Qualifications

- A master's degree from a regionally accredited institution is required; an earned doctorate from a regionally accredited university is preferred.
- At least five years of related higher education experience

Required Knowledge, Skills, & Competencies

- Demonstrated skills in the effectiveness of progressively responsible administration in student success in an institution of higher learning
- Demonstrated skillfulness in educational leadership, administrative management, strategic planning, personnel, problem-solving, and oral and written communication skills (i.e., reports, business correspondence, and policy and procedural manuals)
- Skill in the delegation of responsibility and authority
- Skill in the operation of computers and job-related software programs
- Skills in interpersonal relations and in dealing with the public
- Ability to analyze situations to recommend an effective course of action
- Ability to organize and facilitate group discussions and workshops to coordinate projects

- Ability to effectively communicate within and across university offices (i.e., Academic Affairs, University Administration, alumni, facilities, etc.)
- Ability to establish and monitor cooperative working relationships within a diverse multicultural environment
- Knowledge of student success and retention principles and practices
- Knowledge of university policies and procedures
- Knowledge of university personnel and budget management policies
- Knowledge of higher education practices and standards
- Knowledge of current and developing trends in student retention and success
- Knowledge of student success theory and trends in higher education
- Knowledge of best practices in student success (leadership, advising, career services, and tutoring programs)
- Knowledge of principles, practices, and procedures of programs to include counseling services, philosophy, program assessment, and student learning outcomes (SLOs) for functional areas of Student Success in higher education
- Knowledge of university operational policies, mission, objectives, principles, and practices for administration, supervision, and training
- Knowledge of budget preparation, funding methods, and control regulations established by the University



Timothy L. Hatchett, Ph.D. Vice President of Student Affairs and Enrollment Management

Dr. Timothy L. Hatchett is the Vice President of Student Affairs and Enrollment Management. He joined Fort Valley State University in October 2021. Prior to joining FVSU, Dr. Hatchett served as the Assistant Vice President for Student Success at the University of the District of Columbia (UDC) in Washington, D.C., where he provided day-to-day leadership and direction for the Office of Student Success and Programming supporting 4,500 students.

During his tenure at UDC, his professional highlights included improving first-to-second-year student retention by two percent annually from 2016 to 2021; and designing and implementing the University Student Success Model and Lifecycle. Throughout his career, he served in a series of student affairs roles at a variety of other college campuses including the Graduate School USA in Washington, D.C., where he was Director of Enrollment Management and Student Services; and Saint Leo University in Marietta, Ga., where he served as the Assistant Director of Admissions.

He holds a Master of Public Administration degree in Education from Troy State University and a Doctor of Philosophy degree in Political Science from Clark-Atlanta University.



Metropolitan Central Georgia

Fort Valley State University is in the Central Georgia metropolitan area, which encompasses the state's fourth largest city, Macon, as well as several growing cities and progressive small towns. Other features of the area include Robins Air Force Base, one of the state's largest employers; the #11 rated public school in Georgia, the Academy of Classical Education, and the nationally recognized Houston County School System; and outstanding healthcare along with the second largest hospital in Georgia.

Central Georgia offers endless activity opportunities for families and individuals alike. A wide range of fine and casual dining, live music venues, festivals, water parks, golf courses, museums, historical sites, farmer's markets, touring Broadway shows, kayaking, indoor rock climbing, and more provide an appealing quality of life.

The City of Fort Valley has been honored as one of 10 Georgia "Cities of Excellence," and it is considered one of the state's "best managed and most livable cities." It offers tree-lined streets and beautiful historic homes and boasts a cost of living below the state and national average.

Beyond the Metro Central Georgia area, Atlanta, one of the nation's largest cities, and Hartsfield-Jackson Atlanta International Airport are easily accessible by I-75. If looking for time at the beach or enjoying the cool mountain air, the Georgia coastline or Blue Ridge Mountains are only a three-hour drive away.



Application & Nomination Process

Confidential inquiries are welcomed, and nominations are invited.

Applications

1. Application packet must include:
 - a) A letter of interest that addresses the responsibilities and qualifications of the position
 - b) Current résumé or curriculum vitae
 - c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)
2. Submit application packet (preferably as PDFs) to: **FVSU-ExeDir-CtrSEA@myersmcrae.com**. Additional information will be requested upon receipt of application. **For best consideration, submit application packet by March 8, 2023.** Review of applications begins immediately, and applications will be accepted until the position is filled.

Nominations

Submit nominations to **FVSU-ExeDir-CtrSEA-nominate@myersmcrae.com** with complete contact and e-mail information for the individual being nominated.

Jennifer Barfield, Executive Vice President, and **Emily Parker Myers**, CEO, of **Myers McRae Executive Search and Consulting**, are assisting Fort Valley State University with this search. Request a conversation regarding this search at **JenniferBarfield@myersmcrae.com**.



Fort Valley State University is an affirmative action, equal opportunity institution and does not discriminate against applicants, students, or employees on the basis of race, gender, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status.