

SEARCH PROFILE:

VICE PRESIDENT OF ADMINISTRATIVE SERVICES



**SOUTH MOUNTAIN
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

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THE SEARCH FOR A VICE PRESIDENT OF ADMINISTRATIVE SERVICES

South Mountain Community College (SMCC) President Veronica Hipolito invites inquiries, nominations, and applications for the next Vice President of Administrative Services (VPAS) for SMCC.

LEADERSHIP AGENDA

The Vice President of Administrative Services is the chief financial and business services officer of the college. Reporting to the President, the Vice President will work closely with Faculty Senate cabinet officers, Deans, and Department Chairs. The VPAS will join a committed team of senior executives led by a visionary President and supported by excellent faculty and staff, many of whom have been at SMCC for a number of years.

The VPAS will provide leadership to the Administrative Services Division to fulfill the college mission, which states the College “provides a quality higher education for our diverse community. We

create a caring teaching and learning environment and foster student development and support productive citizenship in an increasingly global and technological society. Our purpose is to meet these needs by offering: (1) general education courses, (2) transfer programs, (3) occupational education and career development, (4) continuing education, (5) developmental studies and English as a Second Language; (6) cultural, civic and social events, and (7) academic support and student services.”

With a broad understanding of local, state, regional and national trends, regulations, laws and processes the VPAS will help guide the college’s efforts toward quality and innovation. The VPAS will work collaboratively with faculty, students, staff, and the community in a shared governance environment and further the college mission with attention to sustainable strategies to move SMCC forward and to foster transparency and trust.

ABOUT THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

The Maricopa County Community College District (MCCCD) is one of the nation's largest and most innovative community college systems. Collectively known as Maricopa Community Colleges, the District's ten individually accredited colleges and more than 30 satellite locations serve approximately 100,000 students and employ more than 10,000 faculty and staff.

Since its founding in 1962, the Maricopa Community Colleges system has continued to be an essential gateway for affordable higher education in the Greater Phoenix Metro Area, particularly for disadvantaged, diverse, and first-generation students. MCCCD offers more than 600 associate degree and certificate programs and has opened the enrollment process for a select number of baccalaureate degrees – including one at SMCC – which began in the Fall 2023 semester. Its transfer agreements with more than 40 university partners, including Arizona's public state universities, simplify the process for students wishing to continue their education at a four-year institution, making it an economical and popular option.

Local and state business leaders and Fortune 500 companies partner with Maricopa Community

Colleges as a driving force for economic development and prosperity in Arizona. The leader in Arizona career training, Maricopa Community Colleges continues to develop new programs to reflect the opportunities for students. For example, it recently added in-demand career programs like artificial intelligence, cybersecurity, cannabis business training, and unmanned aircraft systems.

With an operating budget exceeding \$1 billion, the District continues to have an enormous impact. Moreover, after graduation, most of its alumni remain in the county and, collectively with the district, infuse \$7.2 billion into the local economy. Employees enjoy a generous benefits package that includes paid vacation, sick and personal leave, a full menu of insurance coverage, membership in the Arizona State Retirement System, tuition reimbursement for employee and family members, and a holiday schedule that mirrors the Federal holiday schedule. The workplace experience also includes a Monday through Thursday "4 10's" work schedule in the summer, competitive salaries, professional development opportunities, a commitment to diversity and inclusion, and organized professional employee groups that advocate for its members.





ABOUT THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT (CONT.)

Maricopa County is Arizona's most populous and fastest-growing county and is the Fifth largest metropolitan area in the country. The largest of Arizona's fifteen counties, it is also the fourth largest one in the nation and is bigger than four states. Of its 9,224 square miles, 53 percent is federal land, 29 percent private, 13 percent state, and nearly five percent tribal land. Maricopa is named in honor of the Maricopa, or Piipaash, Native American tribe. Nearly five million people, or approximately two-thirds of Arizona's entire population, call Maricopa County home. Phoenix is the seat of Maricopa County, the state capital, and the largest city in the state.

In addition to Phoenix, other large cities in the metropolitan area include Chandler, Mesa, Tempe, Glendale, and Scottsdale, among others

collectively known as The Valley of the Sun. The cities offer a cornucopia of culture, food, and diversity overflowing with world-class art museums, universities and colleges, thousands of restaurants, open-air concerts, spas, resorts, golf courses, and professional sports.

As a gateway to other parts of Arizona and the Southwest, trips to signature places like the Grand Canyon, Sedona, Hoover Dam, the Saguaro National Park, or the OK Corral are part and parcel of experiencing the breathtaking splendor of Arizona. SMCC's namesake itself stems from the South Mountain Park and Preserve bordering South Phoenix, one of many beautiful landscapes available to those living and working within Maricopa County.

MISSION VISION VALUES

OUR VISION

South Mountain Community College educates minds, transforms lives, touches hearts, and builds community.

OUR MISSION

South Mountain Community College provides quality higher education for our diverse community. We create a caring teaching and learning environment that fosters student development and supports productive citizenship in an increasingly global and technological society.

- Our purpose is to meet these needs by offering:
 - General education courses
 - Transfer programs
 - Occupational education and career development
 - Continuing education
 - Developmental studies and English as a second language
 - Cultural, civic, and social events
 - Academic support and student services



OUR VALUES

We are inspired and guided by our core values:

COLLABORATION: We are inclusive in our relationships with colleagues, departments and community, and respectful of their ideas.

COMMUNITY: We serve our community by recognizing our inter-dependence, celebrating our history, honoring our diverse cultures, and building our future.

EXCELLENCE: We model exemplary teaching, learning, service and leadership through continuous improvement, creativity and innovation.

INTEGRITY: We are accountable to the communities we serve and are truthful, sincere, transparent and responsible for our actions.

WELLBEING: We are a college community that encourages and develops social, physical, career, community and financial wellbeing.



STRATEGIC PLAN

In Spring and Fall 2020, South Mountain Community College initiated a new strategic planning process. This process utilized Appreciative Inquiry as the foundation and framework for developing and reviewing key areas of the college. Appreciative Inquiry is the cooperative search for the best in people, their organizations, and the world around them. It involves the art and practice of asking questions that strengthen a system's capacity to maximize positive potential. The four phases of Appreciative Inquiry are: DISCOVERY/DREAM/DESIGN/DESTINY

Information from these sessions was summarized and grouped into thematic categories. The thematic categories were used to draft institutional priorities, which were reviewed and revised by various stakeholders throughout the organization. The college-wide participant feedback resulted in enhanced strategic directions and finalized institutional priorities.

In Spring 2021, South Mountain Community College (SMCC) revised the existing strategic plan. The current strategic plan is based on a five-year cycle. It clearly identifies the future direction of the organization and drives long-range and operational planning. This plan aligns with the Maricopa County Community College District Strategic Plan making it a comprehensive framework for future college success.

KEY ASPECTS OF THE STRATEGIC PLAN

TEACHING AND LEARNING

Employees will enhance and sustain a campus community conducive to quality teaching and learning.

STUDENT SUCCESS AND COMPLETION

Students will identify personal strengths, connect to their college community, and achieve personal goals.

COMMUNITY PARTNERSHIPS AND WORKFORCE DEVELOPMENT

Partnerships will be developed and enhanced to foster relationships with the community and to create workforce development and career opportunities.

EMPLOYEE AND ORGANIZATIONAL EXCELLENCE

Employees will engage in a culture of organizational excellence through comprehensive orientation, training and continuous learning.

ORGANIZATIONAL EFFECTIVENESS

Employees will use systems, processes, data, and continuous improvement to maximize organizational effectiveness.

ACCREDITATION

SMCC is accredited by the Higher Learning Commission.

ACADEMIC EXCELLENCE

SMCC's faculty and staff share a deep commitment to academic excellence and are seeking a VPAS who will continue to support innovative approaches to teaching and learning and professional development, particularly as SMCC promotes programs and

pedagogy that have emerged during the challenges of pandemic. SMCC faculty and staff work together to provide robust learning environments in the classroom, online, hybrid through state-of-the-art facilities and technology resources.



OPPORTUNITIES AND CHALLENGES

South Mountain Community College (SMCC) was established in 1978 and is located in the heart of Phoenix. The main South Mountain campus and extended campuses, Guadalupe Center and the future site at Laveen, provide instruction in a variety of modalities. SMCC has over 60 degrees and certificates, innovative performing and visual arts, competitive athletics, and vibrant campus clubs. SMCC launched its baccalaureate in Behavioral Sciences in the Fall of 2023, and partnerships with business and industry are expanding to ensure our graduates obtain living wage employment.

SMCC faces challenges due to the pandemic, enrollment declines, limited resources, and interim leadership, not unlike many other colleges across the country. The new VPAS will have opportunities to meet these challenges and build a culture of collaboration to support faculty as they deliver high quality instruction and student support services to meet the expanded need to serve a diverse first-generation student population with limited resources, and continue the work to expand SMCC's partnerships with business, nonprofits, K-12, and community organizations focused on student success, retention, and completion.





THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES

Job Summary

The Vice President of Administrative Services (VPAS) serves as the leader of the Administrative Services Division for SMCC, as well as the college's Chief Financial Officer. This role reports directly to the College President and serves on the President's Executive Team, providing senior-level leadership and direction to support the college's mission and goals. As a critical member of the Executive Team, the VPAS utilizes a shared governance approach to further the college mission and implement sustainable strategies to move the college forward.

As leader of the Administrative Services Division, the VPAS provides significant oversight and general direction for the college's Administrative Services functions, which include Business Services, College Police, Facilities Management, Human Resources, and Information Technology Services. The VPAS also has oversight of Auxiliary Services, which includes partnerships with on-campus vendor partners, such as Follett and Sodexo (Bookstore/Food Services), Pacific Automation (Printshop) and Tree of Life (Daycare/Preschool), as well as management of the business partnerships between the college and on-campus educational partners such as the Arizona Agribusiness and Equine Center (AAEC Early College High School) and Northern Arizona University (NAU). Additionally, the college has a satellite campus in the town of Guadalupe, approximately seven miles east of the main campus.

The VPAS also manages the college's business relationship between SMCC and the City of Phoenix in jointly operating the South Mountain Community

Library, a co-funded college/public library, which serves students and the surrounding community.

With oversight of the College Police, the VPAS will provide leadership for developing and implementing safety, security, and emergency management plans, as well as serving on the Critical Incident Management Team (CIMT).

As the Chief Financial Officer, the VPAS functions as a strategic leader for setting both short- and long-term finance goals and strategies. The VPAS engages in a wide range of financial area functions, including:

- Administering the college's financial operations
- Developing, managing, and forecasting college budgets
- Safeguarding the college's assets
- Establishing transparent budgeting processes and procedures, and ensuring that they adhere to all MCCCCD and Governing Board administrative regulations, policies, procedures, protocols, and guidelines.
- Navigating various partnerships and agreements with external partners, from purchasing to lease negotiations, and acting as the college representative in complex negotiations
- Assisting other college departments, divisions, and teams to complete the necessary forms, processes and procedures to help advance the business of the college
- Seeking out, advocating for, and engaging in new opportunities and partnerships with various businesses, community organizations, nonprofits, educational partners and more, with an eye towards the possible creation of previously untapped revenue streams for the college

THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES (CONT.)

In this leadership role, the VPAS hires, directs, and evaluates management and professional staff of the division, and leads a team of professionals.

Internally, the VPAS is a vital collaborator with the Academic Affairs and Student Affairs Divisions, to support the college's mission, vision, and values. The VPAS serves on MCCCCD district-wide councils and task forces, presenting at college, district, and governing board meetings to advocate on behalf of the college's financial resource needs. The VPAS seeks to make a difference in student lives, working collaboratively with the college community to develop and implement both short and long-term financial and operational strategies that contribute both directly and indirectly to student retention, persistence, and successful completion.

The successful candidate will have a passion for student success; enjoy working collaboratively and creatively with internal and external stakeholders; have an authentic, servant, and transformational leadership style; be driven by a genuine desire to provide excellent service with a focus on organizational success. An entrepreneurial mindset is vital, as is the ability to be both a big-picture, and strategic thinker, but with the ability to drill down and understand the key details that make up any successful contract, agreement, policy, or procedure.

The successful candidate will be an active listener with strong communication skills and an ability to connect with both internal and external constituencies; foster transparency and trust through cultivating and sustaining relationships; assess and take calculated risks; and use multiple variables (including data, historical context, and evidence-based practices) to make strategic recommendations and informed financial decisions.

Essential Functions

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

Budgeting and Operational Planning

- Provides leadership for strategic and operational planning; oversees administrative initiatives related to institutional vibrancy and outcomes; works to attain and exceed Governing Board

metrics and college outcomes related to improving operational efficiency and financial structures to support student learning.

- Develops short-term and long-term financial forecasts to project the college's financial health while also identifying potential budget challenges and opportunities. This includes revenue projections, new or innovative revenue streams, and other relevant data.
- Maintains a strong commitment to operational assessment practices, using data to inform decision-making and budgetary planning, as well as facilities and operational planning.

Division Leadership

- Oversees the recruitment, supervision, evaluation, and talent management of staff within the six Administrative Services departments in a manner that promotes excellence, creativity, operational efficiency and service to the college community.
- Inspires a diverse group of employees through mentoring, professional development, coaching; provides leadership, coordination and oversight for the college's Administrative Services Council and related committees.
- Leads strategy, budgeting, planning and resource allocation for respective departments and divisions in collaboration with faculty, staff, administrators, and appropriate College councils and committees; engages with SMCC's shared governance model.

College Leadership

- Fosters communication and collaboration with faculty and staff across the college and District to provide administrative support; develops operational processes and procedures that support integrated strategic planning, organizational efficiency, and effectiveness.
- Represents and advocates for the College's institutional interests to external constituencies; develops, supports and maintains effective relationships with external partners; represents college interests within various Maricopa Community Colleges' District councils and committees
- Engages and actively participates in Higher Learning Commission (HLC) accreditation processes; integrates student centered principles in decision making and actions; performs other duties as assigned by the President.

THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES (CONT.)

Partnership Development

- Cultivates relationships with the District Office, as well as business, community, industry, municipal and university leaders; serves as a member of college and district councils and committees; collaborates with other college divisions to design, lead, and support initiatives leveraging community partnerships and business relationships to maximize learning opportunities for all learners.

Financial Operations/Services

- Plans, directs, and implements the financial and general operation of the college to include oversight of fiscal operations of the college,

evaluation, forecasting and reporting on all budgets (operational, capital, auxiliary) status and cost/benefit analyses;

- Collaborates with college community on development of additional revenue streams (grants, alternate revenue streams, etc.);
- Provides leadership for and coordinates operational and equipment plan development, contract negotiations and monitoring, capital purchasing; ensures compliance with regulatory agencies' requirements and Maricopa County Community Colleges District Policies and Procedures;
- Directs the development and implementation of a long term financial plan.

MINIMUM QUALIFICATIONS

Minimum Qualifications for student affairs -OR- or Non-Academic Pathway: Master's Degree from a regionally accredited institution and four years of progressively responsible management and/or leadership experience in field of assignment that includes two years of supervisory experience. Examples of management/leadership experience includes: program management, project management, budget development and management related to programs or projects, staff supervision, policy development, administration, evaluation and compliance.

Minimum Qualifications for Academic Pathway: Master's Degree in a teaching field related to area(s) of assignment and four years of experience in an academic leadership and/or supervisory role in higher education and three years of teaching that includes curriculum/coursework development. Examples of academic leadership/supervisory experience includes: division/department chair, project management, policy development, administration, evaluation and compliance, committee leadership, program director, and shared governance.

DESIRED QUALIFICATIONS

- Earned Master's degree in accounting, business administration, finance, or similar field.
- Two (2) years serving as a Chief Financial Officer or similar financial administrative role.
- Six (6) or more years of progressively responsible management and/or leadership experience in an educational, non-profit, and/or government environment.
- Experience leading positive change management and cultivating and sustaining key partnerships with diverse stakeholders.
- Demonstrated experience leading in a large

complex organizational environment with both centralized and decentralized decision-making.

- Demonstrated expertise in accessing and analyzing quantitative and qualitative data for decision-making, forecasting, institutional planning, and allocating resources.
- Experience working with a community that includes a broad range of students and employees from varied backgrounds and lived experiences, such as underrepresented and marginalized populations.

APPLICATION

APPLY AT: www.southmountaincc.edu/vpas



EEO/AA STATEMENT

Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information.

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The policy of the MCCCD is to provide an educational, employment, and business environment free of gender discrimination. As outlined in policy, incidents of misconduct should be reported to the college Title IX Coordinator; contact information is available at this link [Title IX Coordinators](#).



The Clery Act is a federal law requiring United States Colleges and Universities to disclose information about crime on and around their campuses. Crime reporting data for each of the Maricopa Community Colleges, as required under the Clery Act, is available at this link [Clery Act](#).



**SOUTH MOUNTAIN
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

SMCC MAIN CAMPUS

7050 S. 24 Street
Phoenix, AZ 85042

GUADALUPE CENTER

9233 S. Avenida del Yaqui (Priest Dr.)
Guadalupe, AZ 85283

602-243-8000 | southmountaincc.edu



**MARICOPA
COMMUNITY COLLEGES**

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/non-discrimination>.