

Associate Vice President for Student Affairs

Position Profile



The Opportunity

Northern Virginia Community College (NOVA) — the largest public institution of higher education in Virginia and one of the nation's largest community colleges — is excited to welcome applications and nominations for the position of **Associate Vice President for Student Affairs (AVP)**. NOVA seeks a strategic, student-centered, and equity-minded leader with demonstrated operational acumen in large or multi-campus environments. This is an incredible opportunity to play a central role in advancing the college's student success agenda and supporting institutional goals around access, retention, and completion. The ideal candidate is data-informed, an excellent communicator, and a collaborative relationship-builder who can align Student Affairs with institutional strategy and champion success for NOVA's diverse learners.

The AVP provides visionary leadership and operational oversight for five critical student-facing units:

- Enrollment Services
- Financial Aid & Compliance
- Registration & Records
- International Student Services
- College Information Center

Reporting directly to the Vice President for Student Affairs, the AVP ensures a seamless, student-centered approach to enrollment, retention, credentialing, and holistic student support across the College.



Responsibilities

- Provide leadership for Enrollment Services, Financial Aid & Compliance, Registration & Records, International Student Services, and the College Information Center, ensuring integrated, student-centered operations.
- Develop and execute strategic enrollment, retention, and student success initiatives in collaboration with academic, marketing, and community partners.
- Oversee administration of financial aid programs, student records, registration, and compliance with federal, state, and institutional policies.
- Prepare for internal and external audits and respond to audit reports.
- Enhance student services through technology, streamlined processes, and a culture of accuracy, accessibility, and care.
- Serve on the Student Affairs leadership team, using data-driven assessment and strategic partnerships to advance institutional goals.



Core Responsibilities

Enrollment Services Leadership – 15%

- Develop and implement strategic enrollment plans to drive growth, retention, and outcomes.
- Collaborate with academic, marketing, and community partners to optimize outreach and yield.
- Monitor enrollment metrics and recommend process improvements.

Financial Aid & Compliance – 25%

- Administer federal, state, and institutional aid programs, ensuring accurate and timely disbursement.
- Lead compliance and audit activities; maintain currency with Title IV and state requirements.
- Develop and update policies, procedures, and manuals; design and deliver training; and ensure quality assurance.
- Collaborate across units to streamline workflows and ensure institutional integrity.

Registration & Records – 20%

- Direct student record maintenance, transcript services, and FERPA compliance.
- Partner with academic leaders on curriculum, scheduling, catalog updates, and commencement.
- Leverage technology to streamline registration workflows and enhance self-service.

Information Center – 10%

- Supervise operations and staff managing inquiries via multiple channels.
- Establish service standards, oversee content, and analyze inquiry trends.
- Promote a culture of timely, accurate, and welcoming service.

International Student Services – 10%

- Lead internationalization strategy and advise on global enrollment trends.
- Oversee advising, immigration compliance, orientation, cultural programming, and student support.
- Track and report on enrollment, retention, satisfaction, and compliance metrics.

Strategic Collaboration & Assessment – 10%

- Serve on the Student Affairs leadership team to align with strategic plan and budget priorities.
- Use analytics and surveys to guide performance improvement.
- Build partnerships with K–12, workforce, and community organizations.

Supervision & Professional Development of Staff – 10%

- Provide direct supervision, coaching, and performance management for unit leaders.
- Foster a culture of professional growth, inclusion, and continuous improvement.
- Support staff development through training, mentoring, and leadership opportunities.

Qualifications

Minimum Qualifications

- Master's degree in Higher Education Administration, Student Affairs, Educational Leadership, or related field required.
- Minimum of ten years in progressively responsible roles within student affairs.
- Minimum of five years of direct supervisory experience and demonstrated success managing multiple functional areas.



Additional Considerations

- Doctoral degree preferred.
- Experience leading teams through change management and process redesign.
- Demonstrated ability to cultivate inclusive environments and advance our commitment to building a caring community.
- Commitment to innovative uses of technology and customer service excellence.
- Strategic mindset with the capacity to translate institutional priorities into operational action plans.
- Experience with the application of predictive analytics in enrollment and budget forecasting.

Knowledge, Skills, and Abilities

- Strong knowledge of federal and state financial aid regulations, FERPA requirements, and accreditation standards affecting student services and enrollment management.
- Demonstrated ability to use data to inform decision-making, assess outcomes, and drive improvements.
- Proficiency with enterprise systems (e.g., Banner, PeopleSoft) and reporting/analytics tools to support enrollment, financial aid, and student success functions.
- Exceptional written and verbal communication skills, with the ability to present effectively to diverse audiences, including senior leadership, faculty, staff, students, and external stakeholders.
- Skilled in stakeholder engagement, conflict resolution, and consensus-building across complex organizations.
- Collaborative leadership style with a proven track record of advancing equity, inclusion, and student success initiatives.
- Experience supervising and developing professional staff, fostering a culture of accountability, growth, and continuous improvement.
- Ability to develop and implement strategic enrollment and student support initiatives aligned with institutional goals.
- Strong organizational and project management skills, with capacity to manage multiple priorities in a fast-paced environment.
- Experience with strategic enrollment management and the assessment of student success performance metrics.



About NOVA

NOVA is a comprehensive, open-access community college offering two-year associate degrees, one-year certificates and career studies certificates as well as continuing education and community services programs. As one of the Virginia Community College System's 23 colleges, NOVA is governed by the Virginia State Board for Community Colleges.

NOVA strives to meet the unique educational and training needs for people of differing abilities, educational background and professional experience through a variety of curricular and cocurricular programs and community services. While many programs are available at all campuses, highly specialized courses are offered at only one or two.

NOVA offers a strong advising program to help students select the curriculum that will advance their career, educational and personal goals. The college also provides orientation experiences as well as career, financial, testing, veterans and student life services to better meet the holistic needs of modern students.

NOVA is the largest supplier of talent in the Greater D.C. region; the largest public institution of higher education in Virginia; and the second largest community college in the United States, comprising more than 76,000 students across six campuses and online.



NOVA's History

Northern Virginia Community College (NOVA) was established in 1964 as Northern Virginia Technical College. Since its founding, NOVA has served the counties of Arlington, Fairfax, Loudoun and Prince William and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park.



The college opened for classes in 1965 in a single building in Bailey's Crossroads. At the time, 761 students were served by 46 faculty and staff, including the first president, Robert L. McKee. Subsequent college presidents included Dr. Richard J. Ernst (appointed in 1968), Dr. Belle S. Wheelan (appointed in 1998), Dr. Robert G. Templin Jr. (appointed in 2002), Dr. Scott R. Ralls (appointed in 2015) and Dr. Melvyn D. Schiavelli (appointed in 2019). Current president Dr. Anne M. Kress has served since 2020.

The college was renamed Northern Virginia Community College in 1966 when the Statewide General Assembly rebranded the technical college system as the Virginia Community College System (VCCS). Supplementing existing career and technical programs, new academic curricula were introduced to both meet regional demand for credentials and facilitate transfer to four-year colleges.



NOVA's History

In 1966, the college purchased 78 acres in Annandale - the first of NOVA's six permanent campuses - and the first building at the new campus opened in 1967. That same year, the college purchased 100-acre sites for future campuses in Sterling (Loudoun), Manassas and Woodbridge. In 1969, the college purchased acreage for the Alexandria Campus. After several decades, NOVA further expanded when it purchased the Medical Education Campus site in 2000.

Loudoun, Manassas and Woodbridge first offered classes in 1972, and classes moved from Bailey's Crossroads to Alexandria in 1973. NOVA's Extended Learning Institute began offering home study courses in January 1975 and in 2018 rebranded as NOVA Online - now a national leader in online education. In 2003, the Medical Education Campus opened in Springfield in response to regional demand for healthcare training. The college also opened an educational center in 2006 in Reston.

The college's enrollment and programs have grown rapidly since its founding. By 1970, enrollment exceeded 10,000 students. By 1973, NOVA had become the largest institution of higher education in Virginia with 17,260 students. During the 2024-25 academic year, the college served more than 76,500 students in credit courses and another 4,248 in noncredit courses.





NOVA 101

ACADEMIC YEAR 2024-25

Northern Virginia Community College provides equitable access to affordable and exceptional higher education and workforce programs, transforming the lives of our students and advancing opportunity in our community.



76,506

Total students



4,248

Workforce students



19,233

Dual Enrollment high school students



NOVA serves students across the region

16,098

Alexandria

16,253

Annandale

19,410

Loudoun

11,838

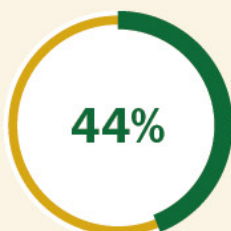
Manassas

2,074

Medical Education

10,833

Woodbridge



of students have taken at least one online course



are part-time students



of students re-enrolled or completed their program

77%

Full-time student
success rate*

7,500+

Students earned
degrees and certificates

120+

Degree and
certificate programs

\$21,968

Average savings for students
who transfer after earning
an associate degree

Expanding opportunities

NOVA scans job openings, builds relationships
with employers and identifies internships
and work-based learning opportunities.

1,907

employers engaged with NOVA



765 employers posted a job



302 participated in a career fair



36 offered guaranteed interviews

Data center operations
training facility
Opened fall 2025

Medical Education
Campus expansion
Opens winter 2026

Manassas skilled
trades center
Opens fall 2026



*As calculated by the Federal Reserve Bank of Richmond using an expanded cohort of students for whom outcomes are tracked, a definition of success beyond degree attainment and a four-year time horizon to measure outcomes.

NOVA | Northern Virginia
Community College

www.nvcc.edu

Mission & Vision

Our Mission

Northern Virginia Community College provides equitable access to affordable and exceptional higher education and workforce programs, transforming the lives of our students and advancing opportunity in our community.

Our Vision

To be a learning-centered organization that promotes student success.

Our Core Values

Care is demonstrated at NOVA through a culture of compassion where success and well-being are prioritized in our commitment to developing authentic relationships and providing resources to foster a supportive and thriving community.

Excellence is demonstrated at NOVA through our high quality and cutting-edge programs; innovative, talented and experienced faculty and staff; and strong and effective relationships with employer and university partners—all to ensure our students are ready for graduation, transfer and high-demand careers.

Inclusion is demonstrated at NOVA through our intentional commitment to welcoming, supporting and engaging diverse people and perspectives so that a sense of belonging is cultivated throughout our college community.

Integrity is demonstrated at NOVA through adherence to principles and actions that foster accountability, honesty and trustworthiness; commitment to truth and fairness is ensured by ethical, equitable and professional behavior, and prioritizing the needs of students and the community we serve.

Respect is demonstrated at NOVA through treating each other with courtesy and dignity, acknowledging and valuing differing ideas and perspectives, affirming the uniqueness of every individual and being mindful of personal boundaries.

Application and Nomination Process

Greenwood Asher & Associates is assisting Northern Virginia Community College with this search. Applications and nominations are now being accepted. For a full application package, please submit a cover letter and CV to <https://jobs.vccs.edu/postings/90424>. Inquiries and nominations should be directed to Greenwood Asher & Associates.

The search will be conducted with a commitment to confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made. For best consideration, applications and nominations should be provided by **December 14, 2025**.

Please direct inquiries and nominations to:

Ann Bailey, Search Manager and Senior Executive Search Consultant
annbailey@greenwoodsearch.com

Gordon Winsor, Executive Director of Search Operations
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Associates®**

EEO Statement

The Virginia Community College System (VCCS) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, political affiliation, veteran status, sexual orientation, gender identity or other non-merit factors.

ADA Statement

The Virginia Community College System (VCCS) is an Equal Employment Opportunity employer and complies with the Americans with Disabilities Acts (ADA and ADAAA), to provide, reasonable accommodation to applicants in need of access to the application, interviewing, and selection processes when requested.