

EXECUTIVE PROFILE:

VICE PRESIDENT OF STUDENT AFFAIRS PROFILE



The Maricopa County Community College District's Governing Board invites nominations and applications for the position of Vice President of Student Affairs (VPSA).



**PARADISE VALLEY
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

About Paradise Valley Community College

Paradise Valley Community College (PVCC) is a dynamic and student-centered institution located in Phoenix, Arizona. As part of the Maricopa County Community College District, one of the largest community college systems in the nation, PVCC is committed to transforming lives through learning, service, and leadership. The college offers more than 125 degree and certificate programs, including 37 associate degrees and 46 certificate options available, and more than 150 academic pathways organized by Fields of Interest to help students align their educational journey with career goals. These programs empower students to transfer to four-year universities, enter the workforce, or pursue lifelong learning. In addition to associate-level offerings, PVCC now offers two bachelor's degree programs: a Bachelor of Arts in Elementary and Special Education and a Bachelor of Business Administration in Accounting. The college supports strong transfer partnerships with Arizona State University, Northern Arizona University, the University of Arizona, and Grand Canyon University, providing students with seamless transfer pathways toward completing a four-year degree. PVCC's Honors Program offers a rigorous academic experience for high-achieving students seeking greater intellectual engagement and leadership development. Among the college's most popular programs are Liberal Arts and Humanities, Nursing, EMT/Paramedic, Business Administration, and the Arts—reflecting a diverse student body with varied academic and professional interests.

PVCC fosters a vibrant and inclusive campus culture that supports the whole student. A robust network of student services includes academic and career counseling, tutoring, disability resources, veteran services, and dedicated support for first-generation college students. The college encourages student involvement through intercollegiate athletics—competing in 12 NJCAA sports programs as the proud home of the Pumas—as well as a variety of clubs, activities, and leadership opportunities. Campus amenities include a modern library, Center for the Performing Arts, fitness center, and on-site café, all of which contribute to a welcoming and engaging environment. PVCC also prioritizes early college access through initiatives like Dual Enrollment, enabling high school students to earn college credit or even an associate degree before graduation.

PVCC is accredited by the Higher Learning Commission (HLC), with its accreditation most recently reaffirmed in 2024. The college maintains an open admissions policy, ensuring broad access to quality higher education.



About Maricopa County Community College District

The Maricopa County Community College District (MCCCD), widely known as the Maricopa Community Colleges, [continues to be one of the nation's largest and most dynamic community-college systems](#). With ten regionally accredited colleges and more than 31 satellite locations serving the Greater Phoenix metro area, the system now educates over 140,000 students annually and employs thousands of dedicated faculty and staff.

Since its founding in 1962, the Maricopa system has been a key gateway to affordable higher education. With more than 600 associate-degree and certificate programs and a rapidly expanding set of bachelor's degrees (launched in Fall 2023 and now numbering 11 programs), MCCCD offers a cost-effective, local pathway to both workforce credentials and four-year degrees.

We provide the flexibility and support our students need to succeed in and beyond the classroom. We don't just support our community—we help build it. As the largest provider of workforce development training in Arizona, the Maricopa Community Colleges play a vital role in shaping the region's economy and preparing students for high-demand careers. The activities of our colleges and their students support one out of every 28 jobs in Maricopa County, underscoring our profound and lasting economic impact.

Maricopa Community Colleges works in close partnership with local businesses, industry leaders, and major employers in Arizona, making it a driving force for regional economic development. Its curriculum continues to evolve around emerging fields such as artificial intelligence, cybersecurity, unmanned aircraft systems, advanced manufacturing, and health sciences.

Educational and economic impact remain significant. The system accepts 100% of applicants, is open-access, and more than half of its students are first-generation college attendees. Nearly 90% are Arizona residents who often remain locally after graduating. The system contributes nearly \$8 billion annually in added income to Maricopa County's economy.

Employees enjoy a comprehensive benefits package: paid vacation, sick and personal leave, full insurance coverage, membership in the Arizona State Retirement System, tuition reimbursement for employees and family members, and a summer Monday–Thursday "4×10" work schedule. The work environment also emphasizes competitive salaries, professional development opportunities, and a strong commitment to equity, inclusion, and a broad range of perspectives that strengthen the institution.

Located in Arizona's fastest-growing county—Maricopa County, the fifth-largest metropolitan area in the United States—the district spans more than 9,200 square miles, including significant federal, private, state, and tribal lands. Nearly five million residents call Maricopa County home, and the metropolitan area offers rich cultural, educational, recreational, and business opportunities.



Vice President of Student Affairs Position Overview

The Vice President of Student Affairs reports directly to the College President and is the Chief Student Affairs Officer for the college. The VPSA works collaboratively as a member of the college executive leadership team to advance PVCC's strategic goals and objectives. The position, along with two Student Affairs (SA) Deans, leads: Admissions and Records, Financial Aid, Tutoring, Testing Services, Academic Advising, Veterans Services, Career Services, Student Life and Leadership, Disability Services, New Student Orientation, CARE (Care, Assessment, Response, Evaluation), Student Conduct (including the Behavioral Intervention Team), Title III Grant Initiatives (including Success Coaching and Supplemental Instruction), Early College, College in High School and Dual Enrollment Programs, and Athletics.

The next Vice President of Student Affairs at PVCC will be a visible, transparent, courageous, and visionary leader who has a demonstrated history of success, leading with impact, building trust, and will be poised to lead the College in addressing the following opportunities and challenges:



Vice President of Student Affairs

Position Overview Cont.

Student Success

- Achieve ambitious student recruitment and retention targets by expanding personalized support, meaningful engagement, and high-impact co-curricular experiences that promote student persistence and success.
- Leverage data analytics to refine Student Affairs initiatives, ensuring that they continue to center around student needs and contribute to institutional effectiveness.
- Foster faculty partnerships as shared leaders in student achievement and stewards of learning.
- Prioritize removing barriers to ensure access to programs and services.

Institutional Vision, Collaboration & Growth

- Adapt to the evolving educational landscape by advancing all degree and certificate programs in alignment with workforce development initiatives, ensuring programs align with workforce, student, and community needs.
- Build partnerships with colleges and universities in the state to support internships, effective transfer, and continued learning and development opportunities, enabling a seamless transition for PVCC transfer students.
- Actively engage with PVCC students and the local community.
- Maintain and build upon a high-functioning Student Affairs team by cultivating a culture that attracts, retains, and develops talented professionals while supporting professional growth and engagement.
- Strengthen collaboration between Academic Affairs and Student Affairs by fostering mutual understanding and

creating purposeful connections.

- Create a campus culture of trust, transparency, and shared purpose.
- Champion PVCC Athletics Programs and serve as a resource for continued development.

External Engagement & Community Development

- Maintain PVCC's competitiveness within the regional higher education landscape, ensuring enrollment growth and institutional relevance.
- Demonstrate exemplary stewardship of financial resources and seek innovative solutions to advance student success amid a constrained funding environment.
- Expand revenue and resource opportunities through strategic partnerships, employer-supported workforce initiatives, alumni and community engagement, university partners, grant development, and innovative fundraising efforts.
- Develop and implement initiatives that ensure Student Affairs services and programs effectively reach and engage a geographically dispersed and varied student population.



Ideal Characteristics for PVCC's Next VPSA

The ideal candidate needs to be an adaptable, collaborative, and finance-savvy leader who is deeply student-focused and a strong advocate for Student Affairs.

- **A bridge-builder and courageous leader** who addresses complex issues with integrity, maintains open communication, and fosters collaborative relationships across all levels of the College and the other nine colleges within the Maricopa Community College District.
- **A collaborative communicator** who listens actively, communicates with clarity and honesty, fosters strong relationships across all departments, works effectively with faculty, staff, and administrators, and bridges divisions to promote trust and cohesion.
- **A wise and empathetic leader** who exercises sound judgment while providing support and demonstrating compassion.
- **A visionary and innovative leader** who makes strategic decisions, adapts to evolving challenges, takes calculated risks, balances data-informed and holistic approaches, remains flexible in dynamic environments, and demonstrates resilience while guiding teams to advance the College's mission.
- **A student-centered advocate** who empowers students and champions student-athletes and co-curricular programs.
- **An experienced institutional strategist** who understands both Academic Affairs and Student Affairs, navigates complex organizational structures, and aligns cross-functional teams to enhance student success.
- **A committed community college professional** who possesses substantial experience in Student Affairs, is engaged in national professional organizations, and is deeply aligned with PVCC's mission, values, and student population.

Minimum Qualifications

- Master's Degree from a regionally accredited institution and four years of progressively responsible management and/or leadership experience in the field of assignment that includes two years of supervisory experience. Examples of student affairs academic support 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. Equivalency allowed.

Desired Qualifications

- A.** Earned a doctorate from a regionally accredited post-secondary institution
- B.** Experience as a Chief Student Affairs Officer
- C.** Experience in a comprehensive community college setting
- D.** Proven ability to inspire and motivate teams around a student-centered vision, fostering a culture that supports student success
- E.** Demonstrated experience as a change agent, with the ability to navigate adversity, take strategic risks, utilize relevant data to make evidence-based decisions, and drive meaningful transformation
- F.** Experience working closely with Athletic Programs to enhance and support the student-athlete experience
- G.** Experience working closely with faculty to align Student Affairs initiatives with academic priorities and enhance the student experience
- H.** Demonstrated experience in developing a dynamic and supportive campus culture

Ideal Characteristics for PVCC's Next VPSA Cont.

Essential Functions

40% - Provides collaborative leadership, strategic planning, supervision, budget development and management for all student affairs units to promote student success; develops strategies to maximize strategic enrollment management; plans, develops and implements assessment and evaluation efforts; provides leadership to implement a comprehensive co-curricular culture of student success; maintains an ongoing awareness of college-wide efforts by administrators, deans, department chairs, faculty and staff to improve student enrollment, persistence, retention, and completion; in collaboration with other college vice presidents, leads, develops and expands short and long-term institutional-level strategic enrollment management planning to reach college enrollment targets; strengthens and expands college recruitment and enrollment strategies to increase student headcount and credit hours.

30% - Supervises, develops, and manages assigned staff and student affairs departments; assess student needs; develops, evaluates and coordinates responsive programs; analyzes and interprets data; manages planning and delivering student affairs services; coordinates activities with a variety of college staff and departments; prepares and monitors budgets; communicates effectively orally and in writing; engages with various aspects of the grant process; establishes collaborative and productive working relationships with direct and indirect reports as well as on and off campus colleagues.

20% - Oversight of all college compliance requirements connected and/or assigned to student affairs. Including but not limited to Title IX & IV, Americans with Disability Act (ADA), Veterans Affairs, Department of Education, Homeland Security, in accordance with state and federal guidelines, and Maricopa County Community College Administrative Regulations.

10% - Serves as a student affairs liaison and develops and promotes good public relations contacts with the community and other governmental officials; promotes and encourages cooperative working relationships with K-12 school districts, charter schools, and business, industry, and community; represents the college on districtwide councils, committees, and ad hoc groups; performs other duties as assigned.

Salary Range: \$142,142-\$203,060

Work Schedule Monday - Friday, 8 am - 5 pm; some evenings and weekends may be required.
Summer Hours: Monday - Thursday, 7 am-6 pm Work Calendar 12 Months

This is a non-classified, contract position. Any internal hires waive their rights to classified employment by accepting the position.

How to Apply

This is a confidential search process. To ensure full consideration, application materials should be received no later than **January 27, 2026**. The position will remain open until filled.

To apply, go to <http://www.acctsearches.org> and upload your documents.

Candidates will need to have the following information or materials available to complete the application:

1. A letter of application (not to exceed five pages) that succinctly addresses the opportunities and challenges identified in the Position Profile and demonstrates how the candidate's experience and professional qualifications prepare them to serve as the VPSA of Paradise Valley Community College.
2. A current resume including an email address and cellular telephone number.
3. A list of eight references: example, two to three supervisors, two to three direct reports, and two to three faculty and/or staff members from current and former institutions.

For additional information, nominations, or confidential inquiries, please contact:

Dr. Cecilia Cervantes, at ceciliayl@outlook.com or (651) 795-1992

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 Policy and Resources | District](#).

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, [Maricopa Community Colleges Police Department](#).

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