

**School Name:** Pitt Community College  
**Position:** Vice President for Student Development



## POSITION PROFILE

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### COLLEGE OVERVIEW:

Pitt Community College is a comprehensive two-year community college offering 74 degree and diploma programs as well as many other occupational and life enrichment courses through its continuing education courses. In 2016, the college’s 1,000 full-time and part-time employees assisted more than 23,000 students with their curriculum and non-curriculum programs.

Located in eastern North Carolina, the college’s main campus facilities in Winterville, NC represent traditional Georgian architecture style buildings, classroom and labs as well as modern, environmentally friendly learning spaces that include new technology and

collaborative study areas. Pine trees and Crepe Myrtle trees, seasonal flowers, green space, and outdoor sculptures adorn the campus. The college also has educational centers located throughout the county.

The college’s mission is to educate and empower people for success. The student success focus is shared not only by the college’s employees, but also with its local partners. The college has strong, successful educational partnerships with K-12 public and private schools as well as a local major university and several regional universities. As a leader in work-force development, PCC administrators work closely with business and industry leaders to develop and implement programs that are essential for students’ current and prospective career opportunities.

## History

In March 1961, Pitt Community College was chartered and designated by the State Board of Education as an industrial education center. The College began its operation as Pitt Industrial Education Center during the same year. Dr. Lloyd Spaulding served as the first director of the center. Pitt Technical Institute opened in its new facility, the Vernon E. White Building, in September 1964, with nine curricula and 96 students. Dr. William E. Fulford, Jr., served as the President from 1964 to 1984.

In 1979, the College officially became “Pitt Community College” and began offering university transfer programs. Dr. Charles Russell was named President of Pitt Community College in 1984 and held that position until he retired in 2003. Dr. G. Dennis Massey assumed the role of President in 2003.

The main campus, located in Winterville, now consists of 294 acres and 22 buildings with a total of 547,000 square feet. The Continuing Education Division is housed in the PCC Greenville Center located at 3107 S. Memorial Drive, Greenville. Additional facilities include the newly opened Law Enforcement Training Center in Winterville, Public Safety Training Center located near Bethel, the Intergenerational Center located at 1100 Ward Street in Greenville, the Bernstein Center located north of Greenville on NC 11, and the Farmville Center in downtown Farmville. Courses are also taught at many community facilities located throughout Pitt County.

Based on the Pitt County Economic Impact Study conducted in 2012-13, Pitt Community College and its students provided a total of \$230.9 million in income to Pitt County with \$178.6 million contributed by PCC Alumni.

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Link to [PCC Profile...A Closer Look](#)

## Quick Facts

### **Curriculum Student Profile**

Female	60.4%
Male	39.6%
Average Age	26.7
Attending Full-Time	32%
Attending Part-Time	68%
Receiving Financial Aid	69%

### **Average Class Size**

Students per Class	19.4
Student/Faculty Ratio	15:1

### **Labor Market Outcomes**

Increase in median wages for AAS students  
State community college average: 25%  
Pitt Community College average: 34%

### **2015-2016 Curriculum Graduates**

Associate Degrees, Certificates, and  
Diplomas **1,645**

## PCC MISSION, CORE VALUES, AND ANNUAL GOALS

### Mission Statement

Pitt Community College educates and empowers people for success. With a culture of excellence and innovation, the College is a vital partner in the economic and workforce development of our community. PCC provides access to dynamic learning opportunities designed to foster successful career preparation, higher education transfer, community involvement, and global engagement.

### Core Values

1. **Student Learning Success**  
Pitt Community College will provide resources and support to cultivate the skills and knowledge needed to achieve academic and professional success.
2. **Workforce Development**  
Pitt Community College will create a job ready competitive workforce by working with business and industry to expand current programming.
3. **Student and Community Engagement**  
Expand educational programming and services to all sectors of our community.

### 2017/2018 Annual Goals

**Strategic Goal #1**—Increase the number of students enrolled in credit and non-credit courses who are 25 years of age or older.

**Strategic Goal #2**—Integrate select American Association of Community College (AACC) leadership competencies (such as communication and collaboration) into supervisor training workshops, leadership development programming, and other employee initiatives.

## Student Development Services

### Vision Statement

Equipping students for success by developing competencies to support the pursuit of academic, career, social and personal goals.

### Mission

- Provide access for educational opportunities
- Promote student engagement in activities that enhance learning
- Create opportunities for personal development, growth, leadership and civic responsibility
- Build diverse and inclusive communities and model appreciation of differences
- Advocate for and ensure students' rights
- Teach and encourage responsibility and develop effective life skills
- Assist students with career services

## OPPORTUNITY OVERVIEW:

Under limited supervision, the position leads the operations of all student services programs. The Vice President is responsible for overseeing student services programs, activities, and developing/implementing policies and procedures. The VP develops and administers budgets and analyzes data for accountability and continuous improvement in line with College and Division goals. Performs related work as directed. Reports to the President and is a member of President's Leadership Team (PLT), working collaboratively with all divisions of the College, especially Academic Affairs.

### Essential Job Functions

- Leads planning, management and supervision of all student services programs and activities at the college, including admissions and enrollment, recruitment, counseling services, intramurals and intercollegiate athletics, financial aid, disability services, Registrar's Office, student activities, veteran's affairs, student government, Student Government Association (SGA), TRIO, international student services, and community outreach programs and services.
  - Consults with President, college officials, government agencies, and other officials to review operations and activities, review/resolve problems, and provide recommendations; coordinates work activities with those of other departments, outside agencies, or others as needed.
- Works closely with the Vice President of Academic Affairs on student success initiatives. Establishes, monitors, and assesses enrollment management goals.
  - Collaborates with Pitt Early College High School Principal to interpret and uphold the student code of conduct policies and procedures as it relates to the College.
  - Maintains positive public relations within the community; represents the College in community matters and at community events.
  - Attends meetings, serves on committees, makes presentations at meetings and conferences; attends Board meetings.
  - Maintains a comprehensive and current knowledge of applicable laws, has experience with regional accreditation processes, and is knowledgeable of professional literature in the field.
  - Performs other duties as assigned by the President.

### Education and Experience:

Master's Degree in Higher Education Administration, Student Affairs, or Public Administration, Doctorate preferred. Five years' experience in student development program management, student services administration, academic counseling, education administration, budget development, management, and personal computer operations; or any equivalent combination of education, training, and experience that provides the requisite knowledge and abilities for this position.

## APPLICATION PROCESS:

Please direct inquiries and nominations to the College's search consultant:

Angela Provar, President Pauly Group, Inc.  
3901 Wood Duck Drive, Suite E Springfield, IL 62711  
Phone: 217-241-5400  
Fax: 217-241-5401  
E-mail: [aprovar@paulygroup.com](mailto:aprovar@paulygroup.com)

Please submit electronically to [aprovar@paulygroup.com](mailto:aprovar@paulygroup.com) the following documents as MS Word or Adobe Acrobat attachments: (1) a cover letter that addresses the Opportunity Overview; (2) a current résumé; and (3) names and contact information of five professional references.

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Monday, October 16, 2017** receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.



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