Assistant Vice President for Student Affairs/
Director of Multicultural Student Affairs

Job Code 00001492

General Description
Responsible for providing general administrative oversight and supervision for various related offices while serving as the ADA coordinator for the university.

Examples of Duties
Sort and respond to inquiries for information.
Analyze UPPS which affect area/division.
Assist students/parents to resolve student affairs issues or concerns through direct support.
Supervise and evaluate staff.
Participate in long and short range strategic planning.
Evaluate effect of recruitment and retention efforts to meet diversity enrollment goals.
Manage departmental budget.
Advise and consult with administration and management regarding problems with target group recruitment and retention.
Serve as the ADA coordinator for the university.
Prepare and submit grant proposals for external funding.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Admissions and financial aid process; student development theory; personnel administration; multicultural/diversity issues and concerns; grant proposal development.

Skill in: Preparing letters, reports and grants; modeling teamwork and establishing a rapport with others.

Ability to: Research reports; read and understand technical materials; perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements