

Vice President for Student Affairs

Job Code 957

General Description

Responsible for programs and operational areas that support the student services of the University.

Examples of Duties

Advise the President and other VPs on University issues, policies, and strategic plans.

Oversee the operation, development and implementation of policies and procedures related to the student affairs departments of the VPSA office.

Coordinate and foster the development of the student services mission of the University by providing leadership in the areas relating to student conduct, development, and policies.

Oversee the development of new or modifications of existing student support services by researching student needs and implementing services.

Oversee the University's enrollment management efforts.

Speak to groups as requested regarding the division's operations.

Supervise departmental budgets and salary review within the division by reviewing, allocating, and authorizing expenditures.

Approve personnel actions within the division.

Direct the development of short range and strategic plans for the division.

Ensure that student conduct, development, and student-related policies and services are in compliance with applicable federal, state, local laws, and regulations.

Respond on University's behalf to requests for information.

Oversee planning of new and renovated student service facilities.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University and division policies; of federal, state, and local laws related to the student services provided by the division; of the strategic planning process; and of enrollment management.

Skill in: providing leadership for the division; in working with the President's Cabinet in an effective manner, as well as with staff, faculty, students and external entities.

Ability to: understand complex policies & procedures, contracts, correspondence, and reports; to write policies, reports, correspondence; to manage multiple budgets; to oversee the development and implementation of effective policies; to speak to individuals and groups about the student services offered by the University; to provide leadership for division and within the University in general; to make effective decisions; to manage diverse groups in collegial & effective manner; to serve on committees and workgroups.

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

None.