Assistant Vice President for Student Affairs/ Director, Student Diversity and Inclusion/ADA Coordinator

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 processes; student development theory; personnel administration; multicultural/diversity issues and concerns; grant proposal development.

**Skill in:** modeling teamwork and establishing a rapport with others.

**Ability to:** prepare letters, reports and grants; 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**