

POSITION DESCRIPTION

DATE: October 2007
ORGANIZATION: Administration: Student Affairs
POSITION: Vice President for Student Affairs
POSITION #: 1157
REPORTS TO: President

POSITION PURPOSE: Direct and manage the human and financial resources of the division. Provide enrollment services, student development programs, academic support services, recreation and athletic activities, housing, campus policing and parking and mediation services in support of the college's mission. Should lead responsibility for the quality of students' co-curricular lives.

DIMENSIONS:

Total number of employees: 157
Annual Operating Expenses: \$3,500,000
Annual Expense Influenced: Auxiliary Enterprises \$4,600,000
Grants and Contracts 500,000
Financial Aid 8,000,000
Dedicated Student Fees 450,000

NATURE AND SCOPE:

Organizational Fit: This position reports to the President along with the Provost, the Vice President for Finance and Administration, the Vice President for Advancement and the President's staff.

Organizational Role: This position fulfills three primary roles: to lead and administer the division of Student Affairs; to serve as a member of the President's management team helping to formulate college-wide policy; and to advance the interests of students in relation to the college's agenda. The Vice President serves on the Enrollment Coordinating Committee, the Strategic Planning Council, the college's re-accreditation team and the Union/Management Committee. The Vice President administers the grievance process for the Student Conduct Code.

EMPLOYEE SUMMARIES:

Associate Vice President for Enrollment Management manages the Admissions, Registration and Records, Financial Aid and Student Employment functions consisting of 41 employees. Supervises the Enrollment Coordinating Committee, Scholarships, Commencement, and new student enrollment.

Dean of Student and Academic Support Services (S.A.S.S.): Manages the Student Advising Center, which includes Career Development, First People's Advising Services, and Academic Advising. S.A.S.S. also includes Key Student Services, the Upward Bound Program, Gear Up, Counseling and Health Services, Childcare, KAOS Radio, Cooper Point Journal and Student Activities. The unit consists of 75 employees. The Dean serves on the Communications Board and the Enrollment Coordinating Committee.

Director of Residential and Dining Services: Manages Housing and Residential Life, housing maintenance, custodial service, the Corner café and serves as Dining Services Liaison. Housing which serves 1,000 residents consists of 13 full time employees.

Director of Recreation and Athletics: Manages the intermural and intercollegiate sports programs, the College Recreation Center and the Leisure Education Program. The office employs 10 staff.

Director of Police Services: Manages a commissioned police force employing 11 officers, a central communications staff of 5 employees and a parking staff of 5 employees. Plans and directs all phases of police, traffic and parking operations on a thousand acre campus.

Executive Associate: Responsible for budget development, management, problem-solving and financial accountability for the Student Affairs Division, Assists in conducting research and oversees projects as assigned.

Administrative Secretary: Provides secretarial and organizational support for the Vice President including reception, scheduling, correspondence, and communication with management and student groups. Assists in administering the Student Conduct Code system.

Assistant to the VPSA for Student Conduct: Responsible for adjudicating alleged violations of the College's Student Conduct Code.

BALANCE:

This position requires knowledge and experience in the history, role, theory and practice of student affairs programs in higher education and experience with campus judicial processes and legal precedents relevant to student life in educational institutions. Major challenges of the position include meeting the needs of diverse student populations, directing a complex set of service functions with a variant employee cultures, and managing a variety of funding sources with fluctuating revenues in accordance with the institution's mission and emergent priorities.

The Vice President designs and plans the division's policies and practices, and oversees the integration and management of activities that promote student enrollment and student development. The Vice President must maintain an awareness of student needs to initiate and support programs to address those needs. This position is also responsible for facilitating student participation in campus decision-making.

The Vice President is responsible, directly or through delegation, for recruiting, selecting, motivating, and developing staff for the division, and is an appointing authority. This position has full authority for the management of the division within a broad framework of general policy and supervision provided by the President.

Principal Accountabilities:

1. Contribute to the effective management of the college as a member of the President's management team, working collaboratively with academic and administrative policy makers.
2. Assure the effective and efficient use of the human and financial resources in the Student Affairs division in support of the division's goals and the college's mission.
3. Formulate policy, evaluation and operational practices in the divisions of Enrollment Services, Student and Academic Support Services, Residential and Dining Services, Recreation and Athletics and Police Services; modify current services as required and develop new services as indicated.
4. Advance student concerns in the decision-making arena so the college can be responsible to student experiences and perspectives.
5. Promote student involvement in campus governance as a means of advocating the community service dimension of a liberal education and of providing leadership opportunities for a wide variety of students.
6. Advance of interests of the division and propose policy recommendations to the college's Board of Trustees.
7. Represent the college accurately in response to the media.
8. Represent the college and the division of Student Affairs in state coordinating organizations and in appropriate profession associations.