Title: Assistant Vice President for Student Affairs  
Code: 0603

FUNCTIONS: Serve as a senior member of the Student Affairs Leadership Team and reports directly to the Vice President for Student Affairs. Provide vision and leadership in the development and administration of a vibrant campus life program that engages the entire campus community using nationally recognized best practices. The Assistant Vice President is responsible for the supervision of Student Activities, University Events, Greek Life and Apartment and Residence Life.

DUTIES AND RESPONSIBILITIES:
- Assist the Vice President in the planning, administration, and leadership of the Division of Student Affairs.
- Provide vision for the development and implementation of a comprehensive student life program.
- Provides leadership for in the areas of planning, human resources, policy development, operational, facility, and budgetary aspects for all reporting departments.
- Develop and implement services, activities, and opportunities that complete the student experience and enhance their adjustment to and participation in college life with the specific purpose of increasing student retention, persistence, and graduation rates.
- Oversee the quality and consistency of student development programming across multiple departments pertaining to Student Activities, University Events, Greek Life and Apartment & Residence Life.
- Provide direct supervision, training and evaluation of programs and staff in all oversight units.
- Play a key role in the implementation of the Division’s strategic plan.
- Serves as a strong proponent for student learning and success by promoting University & Division learning outcomes and program assessment.
- Work effectively with a wide variety of constituent groups including students, university staff, faculty and the public.
- Knowledge of student development theories and practices. Remain abreast of current issues and best practices in higher education, specifically in areas of direct supervisory responsibility.
- Supports the system of internal controls developed by the University, Division of Student Affairs, and individual departments. Upholds all applicable laws, regulations, policies, and procedures.
- Prepare financial reports, supervise budget process for areas reporting.
- Lead and serve on various division and university committees.
- Other duties as assigned

REQUIRED QUALIFICATIONS: Master’s degree in Higher Administration and Student Personnel or related field; minimum of 8 years of professional working experience working with college students; demonstrated competence in administration, student development; budget planning and management; ability to handle multiple work priorities, organize, and plan projects effectively; successful experience building collaborative partnerships; ability to exercise good judgment, effective written and oral communication skills; and the ability to build and manage teams effectively. Applicants must include in their online resume the following information: 1) Employment history: name of company, period employed (from month/year to month/year), job title, summary of job duties and 2) Education: college or college degree, list school name, degree type, major, graduated or not,
and hours completed if not graduated. Equivalent combination of relevant education and experience may be substituted as appropriate.

**Preferred Qualifications:** Doctoral Degree strongly preferred and 10 years of closely related professional experience. The successful candidate will have extensive knowledge and experience in reporting departments.

**Working conditions** May work around standard office conditions. Repetitive use of a keyboard at a workstation. Criminal background check conducted. Occasional evening and weekend responsibilities.