



## Savannah State University Position Description –Assistant to VP of Student Affairs

### ***POSITION DESCRIPTION***

Position Title: Assistant to the VP of Student Affairs                      FLSA Status: Exempt  
Reports to: Vice President of Student Affairs  
Department: Student Affairs  
Date Prepared: June 2003

### ***BASIC FUNCTION***

The Assistant to the Vice President for Student Affairs assists the Vice President in the overall direction and support of the Division of Student Affairs. The Assistant contributes to the effective operation of the office by supervising clerical and student employees.

### ***NATURE & SCOPE***

Under the direction of the Vice President of Student Affairs, the Assistant serves in a number of roles to help in the overall direction of the Division on a day-to-day basis. This position is accountable for monitoring budget requests for the Office of Student Affairs, Center for Leadership and Center for Student Development.

This position spends approximately 30% of the time managing and supervising others including students and part time employees. The incumbent has served as the team leader when asked to coordinate programs and activities, and has served as sub-committee chairs to accomplish specific tasks.

The Assistant must be on call for emergencies and interventions. The incumbent must possess the ability to work with a diverse population and be willing to serve as a “troubleshooter” in order to serve students effectively.

### ***PRINCIPAL ACCOUNTABILITIES***

- Serves as an administrative liaison between the Office of Student Affairs and administrative offices, faculty, students and parents.
- Composes and/or review correspondences
- Represents the Vice President for Student Affairs at meetings and other functions
- Assists in organizing and planning annual and special events, and provides oversight of two functional areas

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year college degree.