



## Savannah State University Position Description – Special Assistant to the Vice President for Student Affairs

### ***POSITION DESCRIPTION***

Position Title: Special Assistant to the Vice President for Student Affairs      FLSA Status: Exempt

Reports to: Vice President for Student Affairs

Division: Division of Student Affairs

Date Prepared: January 2009

### ***BASIC FUNCTION***

To assist the Vice President for Student Affairs (VPSA) in the overall direction and support of the Division of Student Affairs. Specifically, the SA will assist in the management of the division, represent the VPSA at meetings and other functions, on-call for emergency matters and interventions, maintains a strong communication link with division staff on behalf of the VPSA; and perform other duties as assigned by the VPSA. The SA will plan, implement and assess programming for diverse student population; coordinate technology needs and serve as Webmaster for Division. In addition, the SA will serve as a Hearing Officer and review appeals decided by the Coordinator of Student Ethics.

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

Reporting to the Vice President, the SA must have a demonstrated commitment to continuous quality improvement of student life and overall development; maintaining an overall standard of excellence for the staff of the Division of Student Affairs, and for managing the personnel, monitoring budget, and day-to-day operations of the office.

The SA will coordinate the activities of the Center for Leadership & Character Development, which includes marketing, recruiting students for programs, planning activities, and assessing the Center's goals. The SA will specifically work to develop partnerships with other division staff, University faculty, staff, and administrators on leadership opportunities for students.

The SA will work with faculty, staff, the administration, and appropriate community, state, national, and international agencies to develop and deliver co-curricular civic education and service learning programs for students. In addition, the ATVPSPA will specifically work to develop partnerships with other division staff, with faculty and community resources and initiate special programs to foster civic education and service learning at Savannah State University.

### ***PRINCIPLE ACCOUNTABILITES***

- Serves as Administrative liaison between the Office of Student Affairs and administrative offices, faculty, students and parents.
- Compose, review and/or screen incoming and/or outgoing correspondences for the Vice President for Student Affairs.
- Anticipate problems, critical issues, and opportunities as they arise, and advise the Vice President accordingly; work to resolve problems addressed to the Vice President.

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

Masters Degree in relevant field (e.g., student personnel, higher education, adult education, or related field); student affairs experience in a university or college setting; supervisory experience.