



Savannah State University Position Description – Vice President for Student Affairs

POSITION DESCRIPTION

Position Title: Vice President for Student Affairs FLSA Status: Exempt
Reports to: President
Division: Student Affairs
Date Prepared: July 2010

BASIC FUNCTION

The Vice President for Student Affairs is responsible for conceptualizing, planning, organizing, implementing and evaluating strategic enrollment and student affairs initiatives that address the University's long- and short-term goals for enrollment services and student affairs. The Vice President coordinates and promotes programs of the highest quality for recruitment, enrollment services, retention, student leadership, student development, conduct and behavior, customer service, and human relations as they relate to overall student development concepts.

NATURE & SCOPE

The Vice President is appointed by the President, with the approval of the Board of Regents, and holds office at the pleasure of the President and is responsible for all functions and matters relating to student affairs and services. The Vice President provides overall leadership, planning and program development and coordination of the following units: counseling & disability services, career placement, residential life, health services, student judicial process, intramural sports & wellness, student government, admissions, recruitment, registrar, public safety and divisional annual budget; interfaces effectively with academic affairs to integrate academic and student development programs and activities.

PRINCIPLE ACCOUNTABILITES

1. Interpret policy and procedures involving student government, student organizations, student activities, fraternities and sororities, and programs dealing with student life;
2. Develops student services policies and procedures which support the university's overall mission, goals and objectives. Ensures compliance with institutional accreditation criteria for Student Services functions;
3. Collaborates with the professional staff in the area of student development on all aspects of student life, with special emphasis on resident life and dormitory rules and regulations;
4. Coordinates and promote programs of recruitment, enrollment services, retention student leadership, student development, conduct and behavior, customer service, and human relations as they relate to overall student development concepts;
5. Ensures that a professionally trained and adequately prepared student affairs staff is available to support the work of this division;
6. Motivates staff to improve quantity and quality of work performed and provides training and development opportunities appropriate.
7. Develops innovative ideas for the enhancement of student support services under his or her aegis with particular emphasis on retention, residence life, student activities, counseling, career services, student safety, and budget management, including the student activities budget;
8. Serves on the student affairs committee of the faculty senate; work with the committee to develop a recommended budget for student activity funds that ensures equitable distribution of those funds;
9. Serves on the committee for recruitment and admissions to establish procedures for recruiting, admitting, retaining, managing records, and graduating students;
10. Consults and confer with students, parents, staff, and faculty as may be necessary on all student affairs matters;
11. Provides for the orientation of all new students to the university.
12. Monitors the condition of students who are ill or hospitalized and provide information as may be appropriate;
13. Exercises jurisdiction over all social clubs, fraternities, sororities, societies, the student government association and other such organizations by administering and enforcing university policies, rules, and regulations governing and concerning such student organizations and requiring from each detailed annual reports of their activities;
14. Approves all social functions sponsored by student organizations;
15. Works with the student affairs committee of the faculty senate to ensure the accuracy, currency, revision, compilation, and publication of the Student Handbook Code of Conduct;
16. Prepares and submits to the President an annual report on student affairs by August 1;
17. Performs other such duties as designated by the President.



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SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES AND/OR COMPETENCIES REQUIRED

Organizational skills to execute shared governance and promote collaboration and teamwork within student affairs and throughout the campus. Evidence of effective communication and interpersonal skills, sensitivity to and understanding of academic, socioeconomic, cultural, disability and ethnic backgrounds of a diverse student body. Demonstrated capacity to build and maintain student development programming, quality residential life services, and effective judicial process. Maintain the highest levels of integrity at all times.

EDUCATION AND EXPERIENCE REQUIRED

An earned doctorate from an accredited college or university. Five or more years senior level administrative experience in student affairs with a demonstrated record of senior management success in higher education, with proven strengths in strategic planning, leadership, budgeting, and management.