**Assistant Vice President, Student Affairs Standard Job Description**

**Classification Title:** Assistant Vice President, Student Affairs

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Assistant Vice President for Student Affairs, under general direction, is responsible for enhancing emphasis on strategic planning and assessment, Federal and State mandates, and accreditation processes. Ensures alignment of divisions with the teaching, research, and service missions of the University. Works with new and renewed initiatives such as veterans programming, student success, and risk management, and works to provide a more focused integration with academic affairs.

**Essential Duties and Responsibilities:**

**40% Supervision and Management of Student Affairs Divisions**

* Supervises assigned offices within the Division of Student Affairs.
* Oversees goals and objectives for the division departments.
* Provides supervision and manages resources, program assessment, and evaluation.
* Coordinates with various departments to enhance student success and address important student issues.

**20% Strategic Planning and Compliance Reporting**

* Establishes and implements policies and procedures aligned with the division's strategic plan.
* Oversees the collection of data for compliance reporting and program assessment.
* Leads division-wide compliance efforts and ensures alignment with institutional requirements.

**10% Communication and Collaboration with Campus Partners**

* Promotes avenues for communication on Student Affairs policy issues.
* Works actively with campus partners to address student behavior and campus threats.
* Represents the division on university committees and working groups.

**10% Training and Development Initiatives**

* Develops and implements training for members involved in appeals processes.
* Serves as a resource for individuals with questions pertaining to student rules.
* Facilitates committee meetings and manages rule change processes.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Master’s degree in Higher Education, Student Development, or equivalent combination of education and experience.
* Five years of related experience in student affairs.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Excellent written communication, analytical, interpersonal, and organizational skills.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 