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

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

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Vice President for Student Affairs, under general direction, provides leadership and management to Student Affairs units. Provides administrative oversight to ensure that units operate within the policies and procedures of the State of Texas and the Texas A&M University System (TAMUS).

**Essential Duties and Responsibilities:**

**40% Leadership and Supervision in Student Affairs**

* Provides leadership for budget execution and personnel management within Student Affairs.
* Directs supervision of division departments and oversees goals and objectives.
* Coordinates with Associate Vice Presidents to ensure operations align with the Vice President's priorities.
* Serves as a resource for students, parents, and constituents to resolve issues.

**20% Budget Management and Resource Allocation**

* Oversees the development of budgets and management of resources for division operations.
* Ensures all documentation for programs is maintained in accordance with university rules.
* Reviews and approves all performance, work, and entertainment contracts to ensure compliance.

**10% Development and Training Initiatives**

* Leads the establishment and implementation of a development program for Student Affairs.
* Facilitates comprehensive training and recruitment for the University Disciplinary Appeals Panel.
* Coordinates divisional advancement training and development initiatives.

**10% Oversight of Judicial Processes**

* Ensures timely and quality execution of student conduct processes.
* Implements and oversees the integrity of the judicial hearing process.
* Facilitates incident reporting and ensures all after-action requirements are completed.

**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 applicable field or equivalent combination of education and experience.
* Seven years of related experience in student affairs including at least three years of related supervisory experience. Three years of supervisory experience.

**Required Licenses and Certifications:**

* None

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

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

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Work beyond normal office hours and/or work on weekends. Travel required.

**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** 