**Vice President for Student Affairs Standard Job Description**

**Classification Title:** Vice President for Student Affairs

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Vice President for Student Affairs is responsible to the President for the administration, coordination, and supervision of all parts of the student life development programs at Texas A&M University.

**Essential Duties and Responsibilities:**

**40% Leadership and Coordination of Student Life Programs**

* Host various student groups to promote a spirit of communication, cooperation, and community.
* Provide leadership to coordinate the efforts of various departments with the Division of Student Affairs in support of all students.
* Evaluate the needs of the student body and recommend the best operational approaches to accommodate those needs.
* Serve as an advocate for individual students and student organizations.

**20% Liaison and Representation**

* Serve as a liaison between student government and all other administrative entities on campus.
* Represent the interests and needs of the student body on various University committees.
* Interface with academic colleges and other divisions of the University to enhance student development opportunities.

**10% Legal and Policy Oversight**

* Keep up to date on legal matters relating to student affairs programs, including federal and state legislation.
* Monitor societal changes in customs and values to appropriately relate to these in the provision of services.

**10% Community Engagement and Support**

* Attend University, community, and student functions to promote a spirit of care, interest, and support.
* Work closely with community organizations as a liaison for student programs and the University community.

**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 or an equivalent combination of education and experience.
* Eight years of progressively responsible administrative and leadership experience in large, multifaceted organizations with accountability for programmatic oversight, resource management and employee development.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* A documented record of sustained success in establishing and maintaining collaborative projects and programs.
* A demonstrated commitment to the development of students as individuals, support for student engagement across a wide variety of activities, and the establishment and maintenance of strong student relationships.
* A demonstrated record of continuous improvement based on evaluation and use of assessment data.
* Strong strategic planning skills and demonstrated leadership with organizational change for programmatic improvement.
* Excellent public relations and communication 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/)**.**

[x]  **Yes**

[ ]  **No**

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

[ ]  **Yes**

[x]  **No**