



Vice Provost for Student Affairs and Dean of Students
University of Louisville

Job Description

Position Summary

The Vice Provost for Student Affairs (VPSA) and Dean of Students is the chief student affairs officer and reports directly to the Executive Vice President/University Provost (COO). The VPSA provides leadership and vision in administering a comprehensive range of programs and services related to campus programming and planning; assists in creating a campus culture that promotes the academic achievement and personal development of all students (undergraduate, graduate and professional); assists with crisis response and institutional initiatives; advocates on behalf of students; and fosters collaborative relationships among students, faculty, and staff.

The Division of Student Affairs consists of the following units: Campus Housing; University Counseling Center; Career Development Center; Student Government Association; International Service Learning; Associate Vice President & Dean of Students; Student Involvement & Student Activities Center; Fraternities & Sororities; Clubs & Organizations; Student Programming Board; Student Conduct; Civic Engagement, Leadership & Service Learning; Disability Resource Center; Student Grievance Officer; Student Advocate, Parent Programs, Assessment & Development, Intramural and Recreational Sports; Student Recreation Center; and TRIO Student Support Services. The division collaborates with Business Affairs in facility planning, student meal plans, and campus safety. These departments employ approximately 100 staff and faculty plus 375 student workers.

General Responsibilities

1. Provides leadership and supervision for the planning, organizing, and coordinating of the student affairs departments while achieving institutional goals and objectives. Establishes and implements short and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement. Ensure department compliance with university and divisional policies and procedures.
2. Develops, implements, and coordinates campus and community based programs that meet the varying needs of a diverse student population on a metropolitan 24-hour residential campus. Promotes a welcoming and accessible vibrant campus culture that includes 6,000 residents, 32 fraternities & sororities, and over 400 clubs & organizations. Works directly with students and student groups to provide support, advocacy, and resources.
3. Provides oversight of student conduct, student advocacy, student grievance, student care, and crisis response..
4. Actively promote student responsibility by encouraging student involvement and growth through active involvement on campus.

5. Designs, implements, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, professional development, and evaluation of division staff.
6. Maintains a visible profile both on campus and with external constituencies and engages with the faculty, student, alumni, and staff communities.
7. Develop and promote positive experiences for graduate students include opportunities for practicums and internships that supplement their classroom work.
8. Anticipates and remain aware of current and emerging student development and legal issues in higher education and research new ideas and methods. Promotes strong professional development for the region and staff, and remains professionally active in research, scholarship, and the student development profession.
9. Oversees development and submission of internal and external reports, assessment and evaluation of programs, and initiates improvements. Ensures that the operations of the units fulfill the academic mission of the University.
10. Develops and manages the Student Affairs resources, budgets, and student fees including over 20 buildings, residence halls, and Greek Houses. Ensures compliance with federal/state regulations and university policies.
11. Assists with campus-wide crisis/emergency response and provides support to students and families in emergency situations.
12. Work closely with the Provost and Vice Provosts, as well as other University departments, to develop and support programs designed to welcome and orient students to campus and ensure a successful path to graduation.
13. Acts as the President's liaison to the Student Senate and Student Government Association and acts for the President, as appropriate, in the day-to-day management of operations and communications with the Student Senate and Student Government Association.
14. Acts as the President's liaison at national, statewide, and local meetings on student matters and (1) acts for the President and EVP/Provost on all ordinary or routine matters, (2) requests and informs the President or EVP/Provost of policy guidance, as appropriate, and (3) refers matters to the EVP/Provost and communicates information when significant university-wide policy issues are at stake or the consequences of a decision appear to be unusually important to the entire institution.
15. Provide Oversight of University Title IX and ADA Coordinator
16. Develops campus publications and social media resources that promote student resources, spirit, and traditions.
17. Performs other duties as assigned.

Required Qualifications

An earned doctorate and at least 10 years of progressive leadership experiences at a college and/or university.

Additional Qualifications

Demonstrated effectiveness in planning, administration, and personnel, facilities, and fiscal management. Demonstrated effectiveness in working with a diverse student body, faculty, staff, other university constituents, and external organizations. Ability to work collaboratively with other campus units. A strong understanding of governmental programs, agencies, and laws that specifically address university and student issues. Excellent interpersonal communication skills to represent Student

Affairs and the university with enthusiasm and effectiveness. Evidence of leadership in professional associations.

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