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| **[Job Title:](http://louisville.edu/hr/employment/comp/job-description-instructions/" \o "Include preferred job title. Compensation will recommend final titles to ensure accuracy and consistency across the university.)** | Vice President for Student Affairs and Dean of Students |
| [**Reports To:**](http://louisville.edu/hr/employment/comp/job-description-instructions/) | Provost |
| [**Department:**](http://louisville.edu/hr/employment/comp/job-description-instructions/) | VP Student Affairs |

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| **I. Job Summary** |
| Provide leadership and vision in administering a comprehensive range of programs and services positively affecting student experiences, learning and success. Assist in creating and supporting a campus culture that promotes academic achievement, student success, and personal development of students (undergraduate, graduate, and professional). Assist with crisis response and institutional initiatives; advocates on behalf of students; and fosters collaborative relationships among students, faculty, staff, alumni, parents, and the community.  The Division of Student Affairs consists of the following areas: Campus Housing & Residential Life; University Counseling Center; Career Development Center; Student Government Association; Dean of Students Office; Student Involvement; Student Activities Center; Fraternities & Sororities; Clubs & Organizations; Student Activities Board; Student Conduct; Civic Engagement, Leadership & Service Learning; TRIO Student Support Services; Disability Resource Center; Title IX and ADA; Student Grievance Officer; Student Advocate; Parent Programs; Student Affairs Assessment & Development; Office of Study Abroad and International Travel; Office of International Student and Scholar Services; International Service Learning; Intramural and Recreational Sports and Student Recreation Center. |
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| **II. Essential Duties and Responsibilities** |
| 1. Provide leadership and management for the planning, organizing, and coordinating of the student affairs departments while achieving institutional goals and objectives. Establish and implement short and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate program and operational effectiveness, and effect changes required for improvement. Ensure department compliance with university and divisional policies and procedures. 2. Develop, implement, and coordinate campus and community-based programs that meet the varying needs of a diverse student population on a metropolitan 24-hour residential campus. Promote a welcoming, accessible, and vibrant campus culture for student residents, fraternities & sororities, and various clubs and organizations. Work with students and student groups to provide support, advocacy, and resources. 3. Work closely with the provost, vice provosts, deans and departments to support student success, retention and graduation. Serve on the Chief Academic Officer’s (CAO) leadership team. 4. Serve as a member of the President’s Cabinet and collaborates with other units to accomplish university initiatives. 5. Represent the President at meetings on student matters; acts for the President and EVP/provost on matters involving students; refer matters to the EVP/provost and communicates information when significant university-wide issues are at stake or the consequences of a decision appear to be important to the entire institution. 6. Manage the Student Affairs resources, budgets, and student fees, including over 20 buildings, residence halls, and Greek houses. Ensure compliance with federal/state regulations and university policies. 7. Works closely with the Business Affairs in facility planning, food services, parking, procurement and campus safety. 8. Actively promote student development and critical thinking by encouraging student participation and growth through active involvement on campus and utilization of services that will augment student success. 9. Provide oversight and risk management of student conduct; student advocacy; student grievance; student care; crisis response; student rights and responsibilities; use of grounds; speech and distribution of literature; persona non grata; protests; and demonstrations. 10. Approve and implement the Code of Student Conduct, Student Sexual Misconduct Policy, and other student policies after appropriate consultation. 11. Help students identify a sense of purpose through development of their own personal understanding, social responsibility, and connection to others. 12. Design, implement, and maintain an organizational structure and staffing; accomplishes the organization's goals and objectives; oversee recruitment, training, supervision, professional development, and evaluation of division staff. 13. Maintain a visible profile both on campus and with external constituencies and engages with the faculty, student, staff, alumni, and parent communities. 14. Promote positive experiences for graduate students, including opportunities for practicums and internships that supplement their classroom work. 15. Anticipate and maintain awareness of current and emerging student development and legal issues in higher education and researches new ideas and methods. Promote strong professional development for the region and staff and remains professionally active in research, scholarship, and the student development profession. 16. Oversee development and submission of internal and external reports, assessment and evaluation of programs, and initiate improvements. Ensure the operation of Student Affairs to fulfill the academic and strategic mission of the university. 17. Assist with campus-wide crisis/emergency response and provides support to students and families in emergencies. 18. Serve as the Student Government Association (SGA) advisor. Act as the president’s liaison to SGA 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. 19. Supervise the university Title IX and ADA coordinator. 20. Serve as the university ritualist, coordinating commencement and presidential inauguration. 21. Oversee the development of campus publications and social media resources that promote student success, spirit, and traditions. 22. Serve as university media spokesperson on selected areas of expertise. 23. Provide input and guidance on governmental relations, legislative matters, and meet with elected officials to represent university interests. 24. Cultivate and maintain donor relations in support of advancement initiatives for Student Affairs and the university. 25. Perform other duties as assigned |
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| **III. Minimum Requirements** |
| 1. PhD in Educational leadership, Higher Education, related field, or equivalent combination of education and work experience. 2. Ten years’ progressive leadership experience in higher education with a focus in student affairs administration. 3. Effective oral, written and interpersonal communication skills. 4. Demonstrated experience working with Board of Trustees or equivalent level governing body. |
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| **IV. Preferred Qualifications** |
| 1. Leadership experience in a nonprofit, public university with a strong emphasis on research. |
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| **V. Competencies** |
| 1. Demonstrated effectiveness in planning, administration, personnel, facilities, and fiscal management. 2. Demonstrated effectiveness in working with a diverse student body, faculty, staff, other university constituents, and external organizations. 3. Ability to work collaboratively with other campus units. 4. A strong understanding of governmental programs, agencies, and laws that specifically address university and student issues. 5. Excellent interpersonal communication skills to represent Student Affairs and the university with enthusiasm and effectiveness. |
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| **VI. Physical Requirements** |
| Requires working in a typical office environment with sitting and regular use of a computer and phone. Requires travel between University buildings to meet with others. |