



Vice President for Student Affairs

Student Affairs

SA/1

JOB SUMMARY

This position is responsible for directing the college's student affairs functions.

MAJOR DUTIES

- Leads, oversees, organizes and directs the college's student affairs programs, activities, operations and services.
- Assists in the development and administration of the department budget; directs funds for staffing, equipment, and supplies; monitors and approves expenditures.
- Coordinates assigned programs and services with other college departments and external programs.
- Selects, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Serves on a variety of committees and task forces.
- Establishes, implements and monitors program evaluation systems for all student affairs programs and services.
- Maintains awareness of current developments in student services, higher education, and related student affairs fields.
- Directs the enforcement of the Student Code of Conduct.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of national, state and local issues related to post-secondary education.
- Knowledge of University System of Georgia Board of Regents policies, procedures, practices, requirements, and reporting structures.
- Knowledge of related federal policies, procedures, regulations and laws.
- Knowledge of best practices in the field of student affairs.
- Knowledge of budget development and management principles.
- Skill in the delegation of responsibility and authority.
- Skill in collaborating with multiple constituents.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The President assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include college policies and procedures, University System of Georgia policies and procedures, the student code of conduct, college statutes and bylaws, and other state and federal regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the student affairs functions of Darton State College. Success in this position contributes to the success of all college operations.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, vendors, elected and appointed officials, representatives of other colleges and universities, alumni, business and community leaders, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Vice President – Enrollment Management (1), Director of Housing and Residence Life (1), Director – Military and Adult Education (1), Registrar (1), Executive Assistant (1) and Evenings Operation Coordinator (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a doctoral degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.