

Title: Vice President for Student Affairs
Reports to: President
Type of Appointment: Management Confidential (12 months)

Qualifications

- Master's degree, doctorate preferred
- A minimum of seven years of demonstrated leadership in a variety of student services areas such as student life, residence life, counseling/advising, athletics, and support services including personnel, planning, budget, and community partnerships
- Evidence of a thorough understanding of community colleges
- Outstanding communication and organizational skills
- Demonstrated track record of collaboration leading to results

General Functions

- The Vice President for Student Affairs is the College's Chief Student Affairs Officer that provides vision, leadership, and oversight of student life. The Vice President and is responsible for administration and development of a comprehensive system of student support and programming that enables students to realize their fullest intellectual and personal potential. Open and accessible to students, the Vice President plays a defining role in developing a strong sense of community that unites a diverse group of students, faculty & staff.

Specific Responsibilities

- Provides vision, leadership, and management of the College's student learning and development areas including Orientation and New Student Services, Student Activities, Judicial Affairs, Residence Life, Counseling, Athletics, Health Services and the Jefferson Community School
- Assures integration of the student life programs with the academic life and integrates student learning outcomes through data analysis and assessment
- Collaborates with staff, faculty and students to develop co-curricular programming that encourages student personal growth and development
- Directs the student conduct process based in the philosophies of restorative justice and inclusive excellence
- Mentors and guides students in a variety of circumstances such as conduct concerns, student complaints, activities and clubs, and student governance
- Responds to student concerns and crises with sensitivity and effectiveness
- Helps establish a student culture where diversity is valued and develops student programming to support a multicultural collegial environment
- Serves as an ambassador for the College with alumni, parents, students, community leaders, and professional colleagues
- In collaboration with the Faculty-Student Association, creates a successful and safe living and learning environment on campus and serves as the liaison between the College and FSA for residence life
- Collaborates with Enrollment Services, faculty and staff across campus to achieve student life and residence life goals
- Oversees annual production of the Student Handbook, Residence Life information and other documents
- Oversees the CARES (Concern and Respect for Every Student) student behavioral intervention team including development of CARES policies & procedures.

- Acts as liaison to SUNY's Office of Student Life and Council of SUNY Community Colleges Chief Student Affairs Officers
- Oversees the evaluation of professional and support staff, making recommendations to the President with regard to the appointment, promotion, and termination thereof
- Collaborates with marketing and communications with an emphasis on student life and activities
- Interprets, in coordination with other senior management officials, issues related to student conduct, including the enforcement of the Student Code of Conduct
- Recommends to the President the annual budget for all divisional departments and exercises fiscal responsibility for the student resource fee in cooperation with student leadership, staff and advisors
- Monitors and reports, in conjunction with other college personnel, to State, Federal, and SUNY mandated regulations related to students and student issues Directs purposeful research, data evaluation & analysis to demonstrate departmental effectiveness
- Formulates, disseminates, implements, and continually improves a systematic and results-directed service plan as a key component of the College's comprehensive strategic plan
- Develops and proposes policies, subject to presidential and trustee approval as needed, concerning all facets of student life, student conduct, leadership development and residence life and contributes to policy formulation, implementation, and evaluation for all areas of student services as a member of the College's leadership team
- Serves on President's Administrative Cabinet and other college committees and participates in such other institutional activities as planning and assessment
- Collaborates actively with the senior management team to ensure effective and efficient service coordination
- Acts for the President when so delegated

Staff Reporting to this Position

- Director of Athletics
- Director of Student Activities & Inclusion
- Program Director of the Jefferson Community School
- Secretary