

South Texas College Job Description

Job Title: VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
Department: Vice President for Student Affairs and Enrollment Management
Reports To: President
FLSA Status: Exempt
Prepared Date: October 18, 1999: Title revised July 1, 2008

SUMMARY

Serves as chief student affairs officer for a five district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Serves as chief student affairs officer for a multi-campus district
2. Develops and supervises programs of the highest quality for recruitment, financial aid, enrollment services, advisement, counseling, and retention of students, as well as programs to provide extra-curricular activities, sports and recreational events, and opportunities to participate in institutional governance and leadership
3. Oversees all functions associated with welcome centers, admissions and records, outreach, testing, student information centers, financial aid, counseling, advising, disability services, special programs, student activities, wellness centers, and job placement center
4. Develops and implements the enrollment management plan for the institution
5. Maintains student-centered philosophy and focuses student development initiatives on successful student outcomes including enrollment, program selection, retention, graduation, placement, and transfer success
6. Fosters innovation in providing access to quality services throughout the district by effectively utilizing technology and other human resources
7. Assesses and evaluates the quality and effectiveness of all student affairs/development programs
8. Promotes cooperation, collaboration, and partnerships with public schools throughout the district as well as with other institutions of higher education
9. Reviews, develops, maintains, and administers policies and procedures related to student affairs/development
10. Oversees student discipline and the enforcement of the student code of conduct
11. Represents the College in the community as well as at state and national levels in matters relating to enrollment management, student development, and student success
12. Ensures appropriateness of systems to support compliance functions and monitors the compliance with state and federal regulations reporting requirements
13. Performs other duties as assigned

SUPERVISORY RESPONSIBILITIES

Supervises Student Affairs and Enrollment Management Deans, Directors and other staff members in Student Affairs and Enrollment Management departments and programs.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Team player with ability to work collaboratively with all divisions of the institution

2. Demonstrated ability to provide leadership in the implementation of change with focus on quality and student success
3. Strong commitment to providing exemplary student services and to maintaining standards of quality and integrity for all student support services programs
4. Demonstrated leadership abilities evidenced by increasing levels of responsibility in higher education with community college experience preferred
5. Strong communication, problem solving, interpersonal and mediation skills
6. Demonstrated ability to manage human and fiscal resources
7. Ability to lead development of new and effective student support services programs
8. Ability to work effectively within a diverse, multi-cultural setting serving a multi-campus/center environment

EDUCATION and/or EXPERIENCE

*Master's degree required with Doctorate preferred

*Demonstrated leadership abilities evidenced by related positions in higher education with community college experience preferred

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.