

Seward County Community College
Structured Compensation - Job Description
VP of Student Services

Data Year: 2018

Prepared On: 09/18/2018

Department:	Student Services	Grade:	17
Reports To:	President	Classification:	Executive
Supervises Direct:	9	Supervises Indirect:	112
Approved By:	Dr. K Trzaska	Effective Date:	09/01/2018
		Revised Date:	09/18/2018

Role:

The Vice President of Student Affairs is the chief student affairs officer of the college and advises the President on all matters pertaining to the non-academic aspects of student life; serves as the senior executive officer responsible for providing leadership and general engagement of the student services division. This position also is responsible for creating and maintaining a safe, healthy, and supportive environment and culture that synthesizes the intellectual physical, social, emotional development of the student body.

Essential Functions & Responsibilities:

- E 40% Provide executive leadership, strategic planning, oversight and coordination of all Student Services Departments in the areas of programming, policy development, human resources and budget management. Responsible for maintaining and enhancing the college's student services culture of student success and advancement.
- E 20% Provide leadership and guidance for the development and implementation of high quality and student centered approaches to support student success.
- E 20% Ensure that the institutional policy and practices provide fair and equitable treatment of all students. Oversee the student complaint process and judicial board hearings.

Oversees and provides leadership to all aspects of the college's student services functions including counseling, enrollment management, housing, recruitment, student discipline (formal student academic grievances and complaints), and services as a core members of the college's executive team.
- E 10% Provide college wide leadership by working with faculty, staff and students in establishing community partnerships. Develop strategies for promoting student engagement and learning in collaboration with Academic Affairs.
- E 5% Oversees annual production of Student Handbook and other documents.
- E 5% Performs other duties and responsibilities as assigned by the College President.

Performance Measurements:

1. Ensure that student personnel policies conform to federal, state and college regulations.
2. Work with the executive team in developing and implementing strategic direction for the college.
3. Ensure college compliance with aspects of student financial aid, student records management, and enrollment regulations including aspects of students who are out-of-state and international residents.

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4. Effectively manage department budgets including student activities and provide recommendation for utilization of student fees.
5. Ensure a safe and desirable atmosphere exists in college student housing.
6. Maintain excellent community relationships with local businesses, individuals and organizations.
7. Provide insights related to students services function of the college.
8. Work with respective areas on reporting obligations to assure efficient and timely turn around on projects and initiatives related to the college's progress.

Knowledge and Skills:

- Experience At least ten years of increasingly responsible experience in Student Affairs.
- Education A Master's degree or a specialized certification program taking one year or more of coursework beyond a Bachelor's degree.
- Interpersonal Skills The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions.
- Other Skills Knowledge of:
Management principles involved in strategic planning.
Management and coordination of resource allocations and leadership techniques.
- Skills:
Proficient in Microsoft Office software to appropriately produce reports and presentation.
Excellent leadership and managerial skills and the capacity to supervise and lead a student affairs staff.
Excellent judge and decision making character.
Excellent problem solver to identify complex problems and review related information to develop and evaluate options and implement solutions.
Excellent critical thinker using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
Excellent speaker, talking to others to convey information effectively.
- Abilities to:
Effectively listen to and understand information and ideas presented through spoken words and sentences.
Effectively communicate orally and written with staff, students, and administration to insure that understanding and support of student services aspects of the college are effective and relevant to higher education standards.
Motivate staff to establish and strengthen the college's role in the personal growth and

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development of the individual student.
Evaluate and recommend modifications to student services to meet the changing expectations of state and federal agencies as well as meeting the needs of changing demographics and interests of students.
Apply general rules to specific problems to produce answers that make sense.

Physical Requirements

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 30 min at one time with a total of 2 hours
Standing for a period of 30 min at one time with a total of 2 hours
Walking for a period of 10 min at one time with a total of 2 hours
Lifting up to 5 lbs. frequently and up to 10 lbs. occasionally
Carrying up to 5 lbs. frequently and up to 10 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping and pushing and pulling
Use both feet for repetitive movements as in operational functions
Bending, squatting, and reaching above should level occasionally
Keyboarding up to 5 hours daily
Drive a vehicle and be exposed to dust fumes and gases occasionally

Work Environment

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature