

**JOB TITLE:** Vice President, Student Development

**DEPARTMENT:** Student Development

**DIVISION:** Student Development

**SUPERVISOR:** College President

**FLSA:** Exempt

**LEVEL:** 301

**DATE:** 5/22/20; 4/18/18; 7/1/14

**POSITION SUMMARY:** Responsible for planning, designing and overseeing the implementation of policies and projects for the student development division which includes Admissions and Recruiting, Registration, Financial Aid, Advising and Counseling, Student Activities and Athletics, Campus Security and general student development.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:**

*(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

- Master's degree in degree in student development/affairs, counseling, psychology, or a related field;
- 5 Years related experience; three to five years administrative leadership in higher education, including budget management.

**ESSENTIAL TASKS:**

*Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Plan, organize & administer a broad range of programs and services for students including admissions, recruitment, advisement, athletics, counseling, financial aid, registration, & student activities.
- Supervise all personnel assigned, recommending selection, retention, promotion and discharge as appropriate.
- Serve as institutional compliance coordinator for federal student related laws and regulations, including Title VI, Title IX, Section 504 & ADA.
- Responsible for the oversight of campus security and college emergency planning and implementation.
- Promote effective communication with faculty, staff and the community to meet the objectives of student development programs & services.
- Administer matters pertaining to student appeals regarding academic suspension, financial aid, tuition & fees, & disciplinary issues.
- Lead the college's Behavioral Intervention Team, addressing individual student's mental health needs and supporting campus safety.
- Serve as the college transfer and articulation officer for the MO Department of Higher Education.
- Develop and recommend student development policies and procedures.
- Prepare, recommend and administer division budgets, approving all expenditures
- Collaborate with college staff to prepare/submit proposals for externally funded programs related to student development. Participate in institutional research on student development.
- Provide leadership in the establishment of productive communication with individual students and student groups.
- Participate in the preparation and evaluation of the student handbook and other related publications.
- Oversee student development activities.
- Promote student achievement through student awards, recognitions and transfer scholarships.
- Responsible for compliance with FERPA for students and faculty and staff.
- Represent the college to the community through involvement in community activities, as requested.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, learning, service, empowerment and collaboration.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:** Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations;

thorough knowledge and understanding of the community college mission; strong organizational skills, managing conflicting deadlines; ability to perform assigned responsibilities in the face of pressures from many sources including colleagues, students and the public; ability to develop and implement administrative policies and procedures; understand principles of effective counseling; understand elements of successful student activities program; knowledge of federal and state financial aid regulations; knowledge of college admissions and registration procedures; budget management; ability to work effectively with administrators, faculty, staff, public, and higher education peers/colleagues at other institutions.

**LEADERSHIP AND COMMUNICATION SKILLS:** Excellent oral and written communication skills to convey ideas, facts, and information effectively and accurately to students, staff, faculty, and the general public; evidence of collaborative leadership; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; well-developed public speaking and presentation skills; effective telephone and customer service skills; ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments; comply and enforce policies, procedures, and instructions; responsible for short-term and long-term planning within a department or division;; employee development and performance management skills; communicate through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions; develop and administer operational programs; and/or write or present extremely complex papers and reports.

**DECISION-MAKING and ANALYTICAL SKILLS:** Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to use independent judgment and discretion; perform executive or expert professional work to establish policy, long-range plans, and programs; identify funding sources; and allocate funds; ability to analyze complex human relations situations accurately and resolve problems expeditiously ability to make administrative/procedural decisions and judgments.

**EQUIPMENT AND SOFTWARE:** Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, Colleague, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

**POSITIONS SUPERVISED:** Director, Advising and Counseling; Coordinator, Campus Life & Leadership; Executive Administrative Assistant; Registrar; Director, Admissions; Director, Financial Aid; Athletic Director; Evening Services Specialists; Student Service Center Coordinator; Business Analyst

**SIGNATURES:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*