Job Title: Vice President for Student Affairs

JOB SUMMARY

The Vice President for Student Affairs is responsible for providing and administering a comprehensive system of student services to support students as they enter and progress through the education programs at the college.

MAJOR DUTIES

Develops and maintains a system of services for students, including counseling, admission, orientation, testing, financial aid, job placement, special populations assistance, graduation events and student activities;
Plans and supervises quarterly registration and may supervise orientation;
Coordinates departmental activities with other federal, state and local agencies that provide student services;
Serves on various boards, committees, etc.;
Assists with the compilation of quarterly and annual enrollment reports;
Manages the development of Student Services publications;
Serves as the Registrar for the technical college;
Plans and implements graduation exercises;
Participates in strategic and college planning;
Assists with the design and execution of special events, projects and activities as requested;
Manages and oversees financial/budget operation of the department;
Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
Evaluates employees at scheduled intervals upon reviewing of all relevant information
Conducts regular evaluation of services provided and make adjustments as needed;
Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

Knowledge of the mission of postsecondary vocational/technical education
Knowledge of program assessment and strategic planning strategies
Knowledge of budget development and management principles
Knowledge of best practices and trends in the field of student services
Knowledge of student support areas and functions
Knowledge of instructional and administrative technologies
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

A Bachelor’s degree *and* Seven (7) years of related work experience

OR

A Master’s degree *and* Three (3) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.