Title: Director, University Student Affairs

Pay Scale Group: 20

Description Summary

Under general supervision from the Vice President for Student Affairs provides direct oversight in the administration of university student affairs programs and offices aligned by Student Affairs competency areas and is responsible for planning, policy and results.

Characteristic Duties (Incumbents may perform some or all of these duties or other related duties)

Responsible for development, implementation and administration of goals to achieve strategic student affairs mission and objectives; assume management responsibility for a wide range of programs and priorities associated with student success and retention; decisions and quality of execution have significant impact and influence service delivery at a university level.

Formulate, recommend, and implement policies, procedures, and controls with authority to grant exceptions; manage processes to increase student support and advance service levels; responsible for policy execution and results that enrich the student experience; formulate and communicate major policy changes affecting students and university partners; and participate in cross-functional policy development.

Responsible for evaluation and approval of programs and offices in which decisions and quality of execution have significant impact on students and the university.

Responsible for collaborating efforts with administrative and academic units and acts as liaison between the Student Affairs Leadership Team and competency area programs.

Develop, implement and monitor budgets for functional areas; authority for budget, revenue and expense planning and approving expenditure; has signature authority as “accountable officer” for programs or functions within area of responsibility; reports on budget status to VP level.

Maintain at least 50% direct supervision over a student affairs program and/or office

Prepare reports, disseminate/interpret information, provide advice, write proposals, deliver presentations, construct contractual agreements, and ensure that all programs and services comply with university, state and federal regulations.

Communicate and assist students, parents, business partners resolve questions and complex issues; represent the university internally and externally.

Provide administrative leadership and supervision to managers, professionals and support staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.
Serve on the Student Affairs Leadership Team and other university, division and departmental committees and represent the department at various state and national associations.

Perform related duties based on departmental need.

**Minimum Qualifications**

Master’s degree in education, student affairs administration, counseling, student development or other related field with five (5) years experience; -OR-Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) year’s experience; -OR- eleven (11) years experience. Experience must be related to areas of responsibilities and include progressively responsible administrative experience.