

Sam Houston State University Human Resources

Staff Classification Description – Vice President for Student Affairs

Skill Category: Executive/Administrative

Position (Employee) Class: 1M120 (E1)

Grade: NC

Date: 09/2023

Department: Division of Student Affairs

Educational & Experience Requirement: Terminal Degree or Master's in appropriate field. Proven and substantive administrative experience with record of proven accomplishments as an administrator at a senior educational institution or experience in a related field. Demonstrate progressively responsible experience in student affairs roles (including student activities, student organizations, conduct, health services, and residential life). Possess knowledge and understanding of student development theory, best practices in student affairs, relevant laws and compliance requirements, and emerging trends in higher education. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Plays a critical role in enhancing the overall student experience and promoting student success by overseeing a wide range of student support services and providing broad direction to university leadership as a member of the President's Cabinet.

Supervision Given & Received: Oversees the Division of Student Affairs, the VPSA reports to the University president and has the following direct reports: Dean of Students, Assistant VP for Student Affairs, Executive Director of Residence Life and Student Venues, Executive Director of Student Health and Wellbeing, Director of Campus Activities and Traditions, Budget Coordinator, and Executive Assistant.

Primary Responsibilities: In addition to the day-to-day responsibilities of the role, the VPSA will have the opportunity to focus on the following: Provides strategic leadership and vision for the student affairs division, aligning goals and objectives with the university's mission and strategic plan; Leads collaboratively, developing a collegial, inclusive work environment, motivating staff and cultivating an effective team by selecting, managing, coaching, and evaluating staff; Builds partnerships with stakeholder groups to cultivate trust and promote effective communication to collaborate effectively with stakeholders, including students, faculty, staff, alumni, and community members; Manages an increasingly complex budget, including student fees, housing, grants, and general funds; Monitors, evaluates, and assesses the effectiveness of student affairs programs and services using data and metrics to inform program design, decision-making, and continuous improvement; Fosters a vibrant campus life by supporting and overseeing student organizations, leadership development programs, service-learning opportunities, recreation, student activities, and campus events; Promotes a sense of belonging and community among students through the creation and delivery of assessable, engaging, co-curricular programs and initiatives; Develops and enforces policies, procedures, and codes of conduct that promote a safe and respectful campus environment; Cooperates and collaborates with other employees in the spirit of teamwork and collegiality and interacts with confidence, patience, and integrity to provide professional leadership during emergencies; and partners with campus and Texas State University System stakeholders to educate and promote student risk management and compliance with Title IX, ADA, Clery Act, and other applicable regulations. Performs other related duties as assigned.

Other Specifications: Provides leadership within the division; works effectively with administration, faculty, staff, alumni, and other outside contacts, and is committed to University initiatives. This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.