



# POSITION DESCRIPTION

## TITLE: Vice President, Student Affairs

<b>FLSA STATUS:</b> Exempt, 1.0FTE	<b>GRADE LEVEL:</b> I
<b>LOCATION:</b> LRC	<b>UNIT:</b> Student Affairs
<b>SHIFT:</b> Mon-Fri 8:00 am - 5:00 pm	<b>DEPT:</b> Student Affairs
<b>INCUMBENT:</b> Vacant	<b>EMPLOYEE SIGNATURE:</b> Date:
<b>REPORTS TO:</b> President	<b>PREPARED BY &amp; DATE:</b> Dr. Jo Alice Blondin, October 2020
Reviewed/Revised By:	EE Name: Date:
Reviewed/Revised By:	EE Name: Date:
Reviewed/Revised By:	EE Name: Date:

**I. POSITION PURPOSE** – *List brief summary of position*

The Vice President of Student Affairs is responsible for program development, financial management, and personnel administration for all student affairs functions. This executive also serves as primary advocate and spokesperson for student affairs and promotes the College’s value and worth to the community while building positive relationships with community leaders and organizations. As chief student affairs officer for the college, the Vice President is accountable for all programs and activities of the college in the following areas:

- Implementation of policies and decisions of the President and College
- Compliance with federal and state regulations
- Maintenance of productive relationships with all segments of the community, K-12, legislators and other state agencies that have an interest in the work of the college
- Maintenance of productive relationships with all internal college constituents
- Leadership of student affairs and champion of college enrollment and retention

**II. RELATIONSHIPS AND CUSTOMERS** – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Board of Trustees	College personnel from other Ohio colleges and universities	General Public	Area secondary schools and career centers
Community Groups and Organizations	Statewide community	WPAFB	Business and Industry
Area Chambers of Commerce			

**III. DIMENSIONS** – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

This individual manages and oversees multiple budget areas for all Student Affairs offices, including financial aid, registration, counseling, student support, athletics, success coaches/advising, tutoring and testing, Trio program, and oversight of campus locations in Xenia, Bellefontaine, and Beavercreek. The budget for all of these areas is approximately \$5 million.



# POSITION DESCRIPTION

## IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

*Under broad supervision, this position performs the following duties:*

1.	Implements policies and procedures in accordance with the provisions approved by College leadership and the Board of Trustees.
2.	Develops productive relationships with advocacy/advisory groups, area businesses, K-12 and higher learning institutions.
3.	Provides leadership in planning, assessing, and improving student services which meet the college's mission and strategic plan.
4.	Builds/develops all aspects of the college to promote student enrollment, program development, and collaboration with others as feasible.
5.	Oversees the development and ongoing assessment of the strategic plan, enrollment management plan and the completion plan.
6.	Provides oversight for all student services at each campus location.
7.	Works in conjunction with other College leaders to enhance the effectiveness of outreach effort/programs to Clark, Greene, Champaign and Logan Counties.
8.	Directs planning, allocation and use of fiscal resources for all Student Affairs offices.
9.	Network with local, state and national agencies and boards to advance the College's mission.
10.	All other duties assigned by supervisor.

**V. SUPERVISORY RESPONSIBILITIES** – *The following position title(s) report to this position. If there are no reporting positions, type "None."*

- Dean, Student Engagement and Support Services
- Dean, Enrollment Services
- Associate Dean, Greene County Campuses
- Administrative Assistant

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications** – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**VI. EDUCATION and/or EXPERIENCE** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Master's degree in relevant field required, Doctorate degree preferred
- 5-7 years administrative and management experience in an educational environment required, community college experience preferred.
- 5-7 years supervisory experience required

## POSITION DESCRIPTION

**VII. SKILLS AND ABILITIES** – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- High level of executive management skills, including a thorough knowledge and understanding of post-secondary education, ability to identify and address problems, competence in prescribing and interpreting research, competence to conduct both long-range and short-range planning, ability to formulate rules, ability to articulate policies and rules to constituent groups in and outside the college, ability to describe issues in a manner which is understandable to and will stand the scrutiny of professional educators and decision makers
- Ability to maintain productive working relationships with a wide variety of internal and external publics
- Human relations skills evidenced by:
  - 1) Ability to provide leadership of a team which includes the college faculty, staff and students
  - 2) Ability to delegate and to hold others responsible in a way that instills confidence and self respect on the part of the staff
  - 3) Great sensitivity to all facets of the college community, including the needs of the various groups which comprise it
  - 4) Ability to make the college an integral part of the total community through a variety of relevant community/area service programs and constant attention to relationships with community/area groups
  - 5) A personal orientation to the process and skill in the management of participatory decision making
  - 6) Excellent communication skills
  - 7) A clear and articulated understanding of equity and how to use data to identify strategies to close enrollment and achievement gaps

**VIII. CERTIFICATES, LICENSES, REGISTRATIONS** – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- None

**IX. LANGUAGE SKILLS** – *(To be completed by HR)*

Ability to read, analyze, and interpret the most complex documents. ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors.

**X. REASONING ABILITY** – *(To be completed by HR)*

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc., ) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.



## POSITION DESCRIPTION

**XI. PHYSICAL DEMANDS** – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**XII. WORK ENVIRONMENT** – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The work is performed in an office-like environment with a minimal amount of noise.