



# Shawnee Community College Job Description

**Title: Vice President of Student Affairs****Reports to:** President**Division:** Student Affairs**Classification:** Administrative**FSLA:**  Exempt  Non-Exempt**Effective Date:** 05/15/23**Location:**  Main  Anna  Cairo  Metro  Vienna**Department:** N/A**Level:** 18**Status:**  FT  PT  Temp**Grant:**  Yes  No**SUMMARY**

The Vice President of Student Affairs is the College's Chief Student Service Officer and provides leadership in matters related to recruitment, admissions, advising, counseling, orientation, financial aid, enrollment services, student enrichment, career services, learning support services, veterans' services, disability services, student health, and student judicial processes. Finally, as a member of the College's senior leadership team, this position provides support to the President and other senior-level staff aimed at accomplishing the College's strategic initiatives and overall improvement of service to students and the community. Incumbent may act as chief executive officer in absence of the President, as assigned.

**MINIMUM QUALIFICATIONS**

- A Master's degree in Higher Education, Education Leadership, or a related discipline.
- 3-5 years of progressive leadership experience and a demonstrated track record of accomplishment in departments related to student affairs.

**Preferred:**

- A Doctorate degree in Higher Education, Education Leadership, or a related discipline.
- Community College Experience with responsibility for enrollment management, student success, and student life.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:**LEADERSHIP**

1. Create and sustain a supportive College culture that engages employees, recognizes diversity, ensures equity, promotes inclusion, and creates a sense of belonging by fostering an environment of teamwork, accountability, communication and vision in cooperation with senior leadership.
2. Collaborate with senior leadership to ensure student enrollment, development, and support services are optimized and support the attainment of the College's strategic initiatives.
3. Serve as a student advocate by listening and sharing their perspectives with appropriate personnel, researching best practices, and shaping Division operations in ways that improve service to students.
4. Lead College efforts aimed at strengthening K-12, higher education, and community partnerships.
5. Oversee Extension Center, community education, and community engagement activities/initiatives.
6. Support and coach Student Affairs Team on matters relating to their employment at the College.
7. Conduct research/analyze student performance trends, including review of reports/analytics from the student information system, to make informed decisions aimed at improving the student experience.
8. Maintain knowledge of trends, best practices, regulatory changes, and new technologies in student affairs, student engagement, and athletics; communicate with senior leaders to implement change in policy, practice, and resource allocation.
9. Promote a culture of assessment, quality improvement, and data informed decision making.
10. Lead the Student Affairs Council, Student Affairs Leadership, Student Experience, and Recruitment & Enrollment Shared Governance Teams.
11. Advise the President on matters relating to student affairs, particularly those related to the operation and enhancement of enrollment management functions.
12. Represent the College at various community, civic, professional meetings, and conferences, as directed by the President.
13. Ensure athletic programs meet National Junior College Athletics Association (NJCAA) rules/guidelines.
14. Serve as Title IX Associate Coordinator.



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## ADMINISTRATION/MANAGEMENT

1. Ensure students, community members, external partners, and College employees receive excellent customer service in all interactions with each Department within the Student Affairs Division.
2. Oversee the administration of student affairs functions including, but not limited to, recruitment; admissions; advising; counseling; student orientation; financial aid; enrollment services; student enrichment; career services; learning support services; veterans' services; disability services; student health; and student judicial processes.
3. Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and feedback mechanisms to support the College's student affairs and community engagement initiatives.
4. Identify staffing and recruiting needs; develop and execute best practices for hiring & developing talent.
5. Facilitate professional development, training, and certification activities for student affairs employees.
6. Coordinate the Student Affairs employee performance evaluation process.
7. Ensure the security and confidentiality of all student and Student Affairs personnel records.
8. Inform students, employees and the community of student activities, policies, procedures, and programs, through such means as orientation sessions, the College Catalog, student handbooks, website maintenance related to student affairs related content, college intranet (i.e. MYSCC), social media posts, memos, various meetings, and the use of college-wide email.
9. Support other Divisions and Departments by providing data and input needed for activities/reports.
10. Assist the Executive Director of Public Information and Marketing with website maintenance and improvement initiatives.

## ACCOUNTABILITY

1. Ensure compliance with federal, state, and local compliance laws and regulations, including all requirements issued by Department of Education for institutions receiving Title IV funds, IPEDS reporting, the Mental Health Act, Alcohol and Drug Education/Drug Free Schools, FERPA, ADA, etc.; work through the College's shared governance process to review and modify policies, procedures, guidelines, and practices to improve performance, maintain compliance, and/or align with widely accepted best practices.
2. Ensure the College meets all Higher Learning Commission, Illinois Community College Board, Illinois Board of Higher Education, and other accreditation standards, eligibility requirements, and policies related to Student Affairs operations.
3. Promote an evidence-based culture of accountability which guides innovation, implementation of best practices, and continuous quality improvement of all Student Affairs Division operations.
4. Establishes performance standards for student affairs programs and services.
5. Prepare Board Reports.
6. Lead the Community Education and Student Service Board Monitoring activities.

## FISCAL

1. Develop and manage Student Affairs Division and associated Department budgets.
2. Prepare and administer grants.
3. Manage risk by monitoring conditions, events, and circumstances present through the performance of the essential functions of this job.
4. Manage risk by ensuring proper policies and procedures are in place and followed in hiring, termination, and benefit administration processes.
5. Implements policies and procedures used in emergency and/or crisis management situations.

## OTHER

1. Performs other related duties which may be required by the President (i.e. duties that may not be specifically listed in the class specification or position description, but are generally within the occupational series and responsibility level associated with the employee's class of work).
2. Work Monday thru Friday, during normal business hours; must attend monthly Board of Trustee meetings; must be able to periodically work outside of normal work hours to meet project deadlines, and/or attend meetings designated by the President.



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**SKILLS & ABILITIES** include the following:

- Ability to maintain and secure confidential information in all of its forms.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with (or the ability to quickly learn) the College's Ellucian Colleague Enterprise Resource Planning (ERP) Student information system.

## **SUPERVISORY RESPONSIBILITIES**

Administrative Assistant; Director of Student and Community Outreach; Director of Student Success; Director of Enrollment; Director of Athletics; Director of TRiO Student Support Services; and Director of TRiO Education Talent Search.

## **CUSTOMER SERVICE STATEMENT**

Consistently performs duties with concern, courtesy, and respect for all persons in a prompt and timely manner. Must work cooperatively with students, employees, and community members and be sensitive to issues of student and employee diversity. Consistently exhibits responsiveness to others in the organization at all levels and responds to requests for assistance from students, staff, and community members in a helpful and timely manner.

## **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.

**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. Lifting items up to 20 pounds in weight.

Sitting for prolonged periods of time.

## **WORK ENVIRONMENT**

Work is primarily in an office/school environment. Noise levels usually are moderate.