UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Vice President, Student Affairs, and Dean of Students

DIVISION: Student Affairs

REPORTS TO: Vice President, Student Affairs

GRADE: 18

SUPERVISES: Professional, technical, clerical and facilities services support staff

BASIC FUNCTION:
Assist the Vice President in the planning, administration, and leadership of the Division of Student Affairs. Lead and direct all planning, staffing, educational, operational, facility, and budgetary aspects of the Office of Student Life.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in the overall management of the Division of Student Affairs, at a level determined by the Vice President, in the following primary areas of responsibility:

Along with the AVP/Director of Housing and Residential Life, provide direct consultative information to the Vice President on matters pertaining to student affairs.

With the Vice President, provide planning and coordination of the Division’s Health and Wellness units, Counseling Center, Health Services, Recreation and Substance Abuse programs.

Provide coverage for the Vice President in his/her absence.

Represent the Division and/or Vice President on various committees/project teams and at various meetings and functions.

Provide follow-up assistance to the Vice President in matters pertaining to inquiries, requests for information, and report generation and analysis.

Oversee the Division’s comprehensive social media efforts, including monitoring industry best practices and trends.

Responsible for fiscal planning and budget review.

In the absence of one of the Division’s department heads, provide temporary administrative oversight for said department, under the direction of the Vice President.

Provide strategic and operational oversight of the University’s Office of Student Life, including the Office of Disability Services, the University Conduct System, Commuter and Off-Campus programs, Substance Abuse Prevention programs, Civility and Violence Prevention, Fraternity and Sorority programs.
Serve as a member of the University’s Threat Assessment Team.

Oversee the University’s Diversity Fund, and promote university-wide efforts in regards to Community, Equity and Diversity.

Provide direct liaison function with the Dean’s Council and academic colleges, and create programs and partnerships that enhance retention and graduation rates, student learning and the quality of campus life.

Serve as liaison with state and local government agencies (for information requests, policy formation and planning), and with community agencies (for referrals, program coordination, information sharing and consultation).

Work closely with the Vice President on Division-wide fundraising and development programs.

Along with the Assistant VP/Director of HRL, provide planning and coordination of the Division’s capital plans, projects and renewal programs and serving as liaison with the University’s Office of Capital Projects.

Assist the Vice President and the Assistant Vice President and Director of Housing and Residential Life in executing the University’s emergency response system, and serve as a first responder for the Division with responsibilities that include:

Perform on-call emergency coverage for the Division, including evenings, weekends, and periods when classes are not in session.

Provide on-site emergency preparation/response coverage as necessary.

Serve as a policy enforcement officer, representing the Division at various University functions and events as determined by the Vice President.

Perform bereavement outreach and family liaison interactions in cases involving severe student injury and death.

Serve as a principal liaison with University Campus Police and Public Safety agencies on all matters of student life safety, and serve on the University’s Critical Incident Prevention Committee.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform additional duties as required.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers; word processing, database management, and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

**Required:** Earned doctorate in college student personnel, higher education or a related field; eight years of progressively responsible student affairs experience at a higher education institution, with at least five years of supervisory leadership; documented evidence of success working with a diverse college student population, and of effective collaboration with academic affairs; demonstrated abilities in fiscal planning and management, student development theory, and personnel management and assessment; a demonstrated collaborative, collegial management style, and the ability to communicate effectively orally and in writing; demonstrated ability to organize, coordinate, and supervise support staff; demonstrated ability to interpret institutional policies to staff and others, and to prepare and present detailed studies and reports; demonstrated strong interpersonal skills.

**Preferred:** Experience working in the following areas: disability services, student conduct, substance abuse prevention, commuter programs, Greek affairs.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.