TITLE: Vice President, Student Affairs

DIVISION: Student Development

REPORTS TO: President

SUPERVISES: Professional, technical, administrative and support staff

BASIC FUNCTION:

Serve as the senior administrator/Senior Student Affairs Executive Officer for the University of Rhode Island, with primary responsibility to provide leadership, strategic direction, policy development and administrative oversight of the Division of Student Affairs. Lead divisional units in working with and representing the interests of a diverse student body to foster a positive balance between the academic and co-curricular life of the student body. Represent the Division of Student Affairs and the University, in general, with internal and external constituencies, and work with other senior leadership members and University organizational units to enhance student learning and academic success. Provide counsel and strategic direction as a member of the President’s senior leadership team.

DUTIES AND RESPONSIBILITIES:

Responsible for leadership and strategic direction/oversight for the comprehensive programs and services provided by the Division of Student Affairs departments and units, including the Office of Student Life/Dean of Students, Memorial Union and Student Activities (including Student Engagement and Student Leadership Development), Counseling Center, Housing and Residential Life, University Bookstore, Dining and Retail Food Services, Student Health Services, Campus Recreation, Special Programs in Talent Development, and Conferences and Special Program Development.

Oversee the resource management and allocation of the Division’s budgets and personnel resources, including auxiliaries, general revenue, external funding and other categories. Ensure that divisional programs and activities align with institutional strategic goals and objectives.

Lead University stakeholders in the creation, implementation, and assessment of a student success culture and climate of excellence within the community, in which students develop and achieve their potential-excellence in all aspects of learning and holistic development.
Develop and implement policies and procedures to support the institution’s mission and strategic goals and objectives.

Serve as the primary spokesperson for and to the President on matters pertaining to the cultural, social and academic needs of students. Represent the Division and the University, in general, with both internal and external constituencies and stakeholders.

Provide counsel to the President as a member of the senior leadership team, and serve in his/her place as requested.

OTHER DUTIES AND RESPONSIBILITIES:

Undertake related responsibilities as directed.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; database management and enterprise software; contemporary communication methods (e.g., social media).

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned doctorate in a higher education leadership or student affairs-related field; minimum of five years of experience in progressively responsible positions of leadership in higher education administration, including fiscal and budgetary development and oversight; demonstrated experience in personnel supervision; demonstrated experience in assessment evaluation and development of student affairs programs; demonstrated experience in assessment evaluation and development of staff programs; demonstrated strategic planning experience; demonstrated excellent interpersonal skills; demonstrated oral and written communication proficiency; demonstrated commitment to diversity and record of working with students, staff and faculty from traditionally underrepresented and/or marginalized populations; a demonstrated record of collaborative and creative leadership in student affairs.

PREFERRED: Minimum of ten years of experience in progressively responsible positions of leadership in higher education administration; demonstrated experience in shared governance; demonstrated ability to use contemporary communication methods (e.g., social media); a demonstrated successful record of enhancing the quality of life for students both in and outside of the classroom; demonstrated experience developing and implementing policies and procedures to support the institution’s mission and strategic goals and objectives.

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