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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Vice President, Student Affairs
DIVISION: Student Affairs
REPORTS TO: President
SUPERVISES: Professional, technical, administrative and support staff

BASIC FUNCTION:

Serve as the senior administrator/Senior Student Affairs Officer for the University of Rhode Island, with primary responsibility to provide creative vision and 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 an equitable and inclusive environment, to develop an institutional atmosphere in which student academic and personal success are encouraged and fostered, and to provide outstanding services and programs that enrich the student experience. 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 positive student learning environments and co-curricular life of the student body. Provide counsel and strategic direction as a member of the President's senior leadership team.

ESSENTIAL 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 Dean of Students, Memorial Union and Office of Student Involvement, Center for Student Leadership, Counseling Center, Housing and Residential Life, Campus Stores, Dining including Retail Food Services and Conferences, Student Health Services, Campus Recreation, and Talent 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 including student success and retention.

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.

In close coordination with the office of community, equity, and diversity develop university-wide strategies and programs on diversity, equity, and inclusion and provide active support to community focused diversity and inclusion groups.

Develop and implement policies and procedures to support the institution's mission and strategic goals and objectives.

Serve in campus-wide leadership roles and positions to enhance services and support institutional initiatives, plans, and goals around strategic planning and prioritization of strategic initiatives.

Serve as the primary spokesperson for and to the President on matters pertaining to the cultural, social, personal, 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:

Perform other duties as directed.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers and printers; database management and enterprise software; 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 seven years of experience in progressively responsible positions of leadership in higher education administration, including fiscal and budgetary development and oversight; Demonstrated supervisory experience; Demonstrated experience in assessment evaluation and development of student affairs programs; Demonstrated strategic planning experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; Demonstrated record of success working with students, staff and faculty from traditionally underrepresented and/or marginalized populations; Demonstrated 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; and, 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; and, Demonstrated ability to use social media.

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