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Position #:(NUNC) ...
Developed by:....KC.....
Reviewed by:....AMC.....
Approved by:....AMC.....
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Vice President, Student Affairs
DIVISION: Student Affairs
REPORTS TO: Vice President, Student Affairs
GRADE: 19
SUPERVISES: Professional, technical, clerical and facilities services support staff

BASIC FUNCTION:

The Associate Vice President of Student Affairs provides executive-level support to the Vice President of Student Affairs in order to advance the division's mission through effective, efficient and strategic support of the Vice President's priorities and vision for the division. The Associate Vice President of Student Affairs oversees divisional and departmental assessment efforts, leads cross-divisional student success efforts, and enhances administrative effectiveness through inter-departmental collaboration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Associate Vice President for Student Affairs position reports directly to the Vice President for Student Affairs. The AVP will provide visionary leadership and administrative oversight for Campus Recreation, assessment and personnel across the Division. The AVP will serve in a leadership role in the Division of Student Affairs in the absence of the Vice President. Additional responsibilities will include:

Perform a wide range of executive and high level organizational and operational duties of broad scope and complexity requiring high-levels of professional ability, organizational skills, originality, mature judgment, problem solving, and a thorough knowledge of the university's academic, administrative, and organizational structure

Advance the division's mission through analysis, assessment, creation, planning and execution of large-scale strategic initiatives, including assignment and allocation of staff and financial resources. Develop and implement Division strategic plan.

Act as the lead project manager for special projects at the request of the Vice President of Student Affairs. Monitor and manage initiatives and special projects established by the Vice President to ensure timely and successful completion.

Propose, implement, and assess joint Student Affairs and Academic Affairs partnerships and collaborations to implement a holistic and integrated model of student success including key stakeholders in Student Affairs (e.g., residential education, outreach and intervention, services to students with disabilities, health and wellness peer education), Academic Affairs (e.g., institutional research, enrollment services, new student programs, academic advising, student affairs coordinators in colleges and academic departments), and Community, Equity and Diversity (e.g., diversity centers, retention programs) designed to meet or exceed the academic success, retention, and completion student success benchmarks.

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Establish and implement an on-going student affairs assessment plan.

Under the direction of the Vice President oversee Division-wide comprehensive program review process. In addition to this, develop, review, and assess for improvement fiscal and capital improvement plans for the Division.

Oversee Division succession planning effort. Serve as departmental liaison with Human Resources and Affirmative Action. Facilitate search, hiring, classification requests for the Division.

Represent the Division of Student Affairs on University wide committees and task forces as appointed by the Vice President.

Initiate, guide, and oversee community, state, and regional outreach efforts and programs under the Division's responsibilities (e.g., SMILE, First STAR Academy).

Under the direction of the Vice President and in partnership with the URI Foundation staff, expand development efforts in the division of Student Affairs and serve as liaison to the university's foundation and alumni offices as appropriate, coordinate constituency involvement in development efforts when needed.

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; ten years of progressively responsible student affairs experience at a higher education institution; evidence of strategic planning, change management, and leading institution-wide, cross-divisional efforts; documented effectiveness at building collaborative relationships and utilizing inclusive decision making strategies; demonstrate broad cultural competency and experience with issues impacting diverse spectrum of students attending a large, public research institution; ability to manage high level projects and prioritize multiple projects simultaneously; demonstrated understanding of current trends, best practices, and future direction of student success initiatives; familiarity with contemporary assessment methods and program evaluation to gather, analyze, and disseminate data; demonstrated experience establishing benchmarks and key performance indicators; demonstrated experience in intervention impacts; demonstrated experience in fiscal, capital improvement planning and management; demonstrated experience in human resources; demonstrated ability to work with diverse groups/populations.

Preferred:

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