



VICE PRESIDENT FOR STUDENT AFFAIRS

Responsibilities of the Vice President for Student Affairs

The Vice President for Student Affairs (VPSA) serves as UAH's senior student affairs officer and reports directly to the President. The VPSA works collaboratively with the Provost and Executive Vice President for Academic Affairs and the deans of the colleges to create a campus culture that promotes student success, to provide a safe and welcoming campus environment for a diverse student body, and to foster a sense of community among the students. The VPSA is specifically responsible for the overall leadership, administration and management of the Division of Student Affairs. These responsibilities include:

- Enrollment management: admissions, recruitment, financial aid, communications, analytics, technology and operations;
- Student Life: student activities, student organizations, student conduct, student health services, counseling, new and transfer student orientations, student life and special events, intramurals, and Charger Union;
- Career Center: job search, career development, internships and co-operative education programming;
- Student Programming for Auxiliary Services: housing and residence life, campus conferences and events, residential programming and education, operations, dining services and bookstore.

As a member of the leadership team, the VPSA:

- 1) Provides overall leadership, administration and management of the Division of Student Affairs which includes Enrollment Management, Student Life, Career Services, and Student Programming in Housing and Residential Life focused on ensuring student success.
- 2) Participates in university governance and assists the President in decision making regarding students in their non-academic activities and in developing, communicating, and implementing policies for Student Affairs.
- 3) Works collaboratively with the Provost and the academic deans to promote enrollment management as a comprehensive, integrated approach focused on enhancing and improving recruitment, retention and graduation rates at UAH.
- 4) Provides leadership for Student Affairs in the UAH Strategic Plan.
- 5) Works collaboratively with Campus Safety to maintain and enhance campus safety and security.
- 6) Works collaboratively with the University of Alabama System Office to improve the quality, effectiveness and efficiency of enrollment management and student services.

The VPSA is responsible for:

- 1) Instituting a student lifecycle management approach and developing a student-centered campus environment that engages students academically and holistically and fosters inclusiveness and a strong sense of community;
- 2) Providing leadership and strategic direction to all Student Affairs units;
- 3) Providing leadership and oversight to Enrollment Management to meet the Strategic Plan's enrollment goal of 10,000 full-time students by 2020 by coordinating and promoting effective programs of recruitment, enrollment services, orientation, retention, and career services for domestic students and
- 4) Collaborating with the Office of International Engagement to provide services for international students;
- 5) Overseeing the Student Affairs budget and all Student Affairs facilities including residence halls and the Charger Union;
- 6) Developing programs, services and policies that enhance the quality of the student experience;
- 7) Ensuring compliance with federal, state and University regulations and policies;
- 8) Representing the University and the President in community events that deal with student matters and activities, and state and federal organizations and activities.

Qualifications:

The successful candidate must have a minimum of a master's degree (doctoral degree preferred), along with at least ten years of progressive management experience in admissions, student services, financial aid, and/or marketing in higher education. Previous leadership experience and success in Enrollment Management is preferred. The VPSA must be experienced in leading change across a complex organization and be an articulate and effective presenter and able to build successful inter-organizational relationships. This individual should be results-driven, forward-thinking, and possess a clear strategic vision for how Student Affairs will meet the goals set forth in the UAH strategic plan. The most qualified candidates should have previous experience at an institution with very high research activity, specifically in the STEM fields. Ultimately this individual will play a critical leadership role in guiding UAH towards the goals established in the strategic plan and position the Institution for continued success.