

JOB INFORMATION

Effective Date	3/19/2024
Job Code:	0492
Job Title:	Vice President, Student Affairs
Salary Grade/Structure:	090 - Admin-Professional
Career Level Name:	E2 - Middle Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Affairs
Job Family:	Student Affairs
Job Summary	The Vice President for Student Affairs reports to the President and provides leadership, strategic vision, organization and administrative oversight of campus-wide programs, services, and operations for the following units and functional initiatives/areas: Career Services; Student Housing and Residential Life; Counseling Services; Campus Recreation and Wellness; Health Services; Dean of Students; Orientation and New Student Programs; Student Advocacy and Community; Student Government; Student Involvement and Leadership; Student Publications; Military and Veteran Services; and Student Affairs Committees.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Doctoral Degree	Doctoral degree in a related field.	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Minimum of seven years of progressive experience in Student Affairs and higher education.	Required	
Considerable	Possess an excitement and a passion for working with students and who are committed to student learning and student success.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> • Possess an excitement and a passion for working with students and who are committed to student learning and student success. 	Proficient
<ul style="list-style-type: none"> • Ability to demonstrate success in developing and enhancing student-centered initiatives and engaging diverse student groups to support an enriched, inclusive campus community. 	Proficient
<ul style="list-style-type: none"> • Qualities include leadership experience in student development and learning, university-wide strategic planning, and use of metrics that assess student outcomes associated with learning goals of programs, activities and services in decision-making. 	Proficient
<ul style="list-style-type: none"> • Strong organizational and communication skills. 	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> • Oversees the planning, administration, and leadership of Student Affairs, plays a key role in the implementation and assessment of the Student Affairs strategic plan. Will work closely with Student Housing and Residential Life to enhance residential campus life. 	0%
<ul style="list-style-type: none"> • Serves as the division liaison to the University Council, UHCL Emergency Management Committee, and provides representation for Shared Governance Committees, particularly regarding Student Affairs policies and procedures. 	0%
<ul style="list-style-type: none"> • Will manage and direct the division's marketing and communication plans; serve as the liaison with University Advancement to support external and community partnerships; oversee the division collaboration with the Division of Strategic Enrollment Management; collaborate with the Division of University Advancement and the Office of Sponsored Research Grants in all fundraising and grant development initiatives as they relate to the Division of Student Affairs. 	0%
<ul style="list-style-type: none"> • Work with the Division Business Administrator to develop budgets, monitor expenditures, and ensure effective stewardship of finances and resources, including student fees. 	0%
<ul style="list-style-type: none"> • Will actively support a student life experience consistent with UHCL's mission, the Vice President will establish and maintain collaborative relationships and partnerships with academic affairs, administration and finance, university departments, student organizations, alumni, community members and other stakeholders. 	0%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
10%	Domestic Travel