



DATE ISSUED: 08/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Vice President for Student Engagement

JOB SUMMARY

The Associate Vice President for Student Engagement supports the Vice President for Student Life in leading a comprehensive student affairs program that compliments and enhances the mission of the Division of Student Life and the University by providing services and programs that holistically develop the student. The Associate Vice President for Student Engagement provides leadership, administrative direction, and supervision of a portfolio of Student Life units as described below. The position develops and implements student life policy; provides vision and innovation for programs and services supporting students; and carries out other duties vital to achieving the Student Life mission as directed by the Vice President for Student Life. The Associate Vice President for Student Engagement may perform duties of the Vice President in his/her absence and acts as a representative of the Vice President for Student Life in assigned capacities. This position requires substantial interaction with academic leadership, student affairs leadership, and senior administrative staff members. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President for Student Life

Supervises: Director for Civility & Community Standards; Executive Director for Diversity, Inclusion, and Outreach; Director, Career Connections; Executive Director, Center for Student Development; part-time Legal Services Adviser; Assistant to the Associate Vice President; Director of Scholarship Programs, Assistant Directors of Student Life Dallas and Houston.

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Carries out a lead role in planning and executing the Vice President for Student Life's key strategic initiatives, including managing specific projects.

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- Provides leadership in strategic planning, implementation, coordination, and review of Student Life programs at the university on all three campuses.
- May perform duties of the Vice President for Student Life in his/her absence and acts as a representative of the Vice President for Student Life in assigned capacities.
- Plans, coordinates, and evaluates short and long-term goals and objectives for the Division of Student Life.
- Ensures regular and effective communication with and operation of units under supervision through program development, process improvement, and coordination of processes with other units.
- Establishes and maintains strong relationships within Student Life as well as with senior officers of the university, faculty and other university departments.
- Serves as liaison between TWU central administration and Student Life units under the Associate Vice President's supervision.
- Assists in setting priorities for resource allocation and utilization; provides oversight of formulation and management of budgets for Student Life.
- Represents units under supervision to external constituencies; builds relationships in the communities surrounding each campus, contributing to the positive image of the university and creating connections to local resources and partnerships.
- Serves on University Committees, councils, and other individual assignments as assigned.
- Attends and participates in local, state, regional, and national meetings relevant to the field of student life.
- Maintains high visibility within the campus community, particularly with students.
- Identifies and implements enhanced programs and services that contribute to student retention.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff in each direct reporting unit. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Effectively utilizes technology to provide student services and information to students.
- Plans, coordinates, and hosts informational events for student recruitment and retention.
- Performs other duties as requested.

EDUCATION

Doctorate in higher education administration or related field.

EXPERIENCE

Eight or more years of pertinent experience in higher education with increasingly advanced and more responsible administrative and supervisory roles; demonstrated experience in

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assessment, strategic planning, and managing in an educational setting; and an understanding of national trends and current best practices in direct areas of responsibility; experience with supervision of professional staff and multiple departments; a demonstrated passion for students focusing on student learning and best practices to lead and implement innovative student support; and a desire to work in a diverse complex environment.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge and practice of student development theory and issues related to college students.
- Demonstrated leadership experience with one or more areas of responsibility, including implementation of innovative approaches to engaging students at all levels.
- Understanding of the range of student populations and best practices to support and serve the breadth of students at TWU.
- Knowledge of student life departments, practices and strategies in serving students, and programs to support retention and assessing student outcomes.
- Ability to respond to emergency situations in a timely manner.
- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Experience with and knowledge about handling emergency response and crisis management, both leading and as a management team member.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to show initiative and productivity in work environment.
- Demonstrated ability to develop collaborative working relationships within and across the various divisions of campus.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively, orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including university related software and email.

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PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.