



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/14
FLSA: Exempt
PTO: VCS

TITLE

Vice President, Student Life

JOB SUMMARY

This is the senior administrative official responsible for the division of Student Life at Texas Woman's University. Responsible for the planning and administration of the Student Life division including the enforcement of the code of Student Conduct. Work is performed under the administrative supervision of the Chancellor and President with broad latitude for independent judgment and initiative 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: University Chancellor and President

Supervises: Ultimately responsible for all employees assigned to the Vice President's division

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

- The Chancellor and President delegates to the Vice President for Student Life the authority for the management, supervision, and direction of areas in the Student Life division.
- Serves as a member of the Chancellor's Cabinet.
- Meets with and regularly makes reports and presentations to the Board of Regents.
- Plans, coordinates, and evaluates short and long range goals for Student Life division.
- Currently directs and manages student affairs activities such as orientation of new students, Student Conduct, Food and Contracted Services, Student Health Services, Counseling Center, Commuter and Non-Traditional Student Services, University Housing, Conference Services, Student Union, Center for Student Development, Athletics, Intercultural Services, Career Services, International Education, Fitness and Recreation, Disability Support Services, and Student Life Development.
- Maintains current knowledge of accreditation requirements, compliance issues, federal and state regulations, and legal matters for Student Life's areas of responsibility.
- Develops and enforces the University's Code of Student Conduct.

- Establishes and coordinates procedures and policies covering various areas of Student Life.
- Develops and maintains a student life environment supportive of student success, including support for the activities of the Enrollment Service Division.
- Develops and manages budgets and sets priorities for resource utilization, including student fees, auxiliary services and earned revenue.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation of staff is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Earned doctorate required in higher education or closely related field of study.

EXPERIENCE

Minimum of eight years professional work experience in higher education within the areas of student affairs administration or related field of work, including budget management and supervision of student life professionals at a senior level.

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:

- 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.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- 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.
- Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board, the university community, and the community at large as a representative of the university.
- Ability to use a personal computer and other office equipment, including university software and email.

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 the 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.

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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.

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.