

Workforce Planning
One Washington Square
San José, CA 95192-0046

408-924-2250
(fax) 408-924-2257

Position Title: Vice President for Student Affairs
Reporting Unit: Division of Student Affairs
Reports To: University President

A. POSITION SUMMARY

The Vice President for Student Affairs (VPSA) reports directly to the President of the University, is a member of the President's Cabinet, and serves as an active participant in the University's strategic planning and decision-making activities. The VPSA is a campus leader for high quality, student-centered approaches for enrollment management at the University, student participation in campus life, and the delivery of student services in support of student learning outside the classroom. The VPSA works in partnership with other members of the campus community in the creation, enhancement, coordination, and assessment of activities beyond academics that impact student learning, as students progress from applicant to enrolled student to alumni.

The VPSA is the senior administrator in the University's Division of Student Affairs and directly supervises three Associate Vice Presidents: Campus Life, Student Services, and Enrollment Services. The VPSA also directly supervises the following managers: Assistant Vice President for Student Affairs, Senior Director for Information Technology, Director of the Office of Student Conduct & Ethical Development, Director of the Educational Opportunity Program (EOP), University Ombudsperson, and Manager of Special Projects. Finally, the VPSA serves in a dotted line supervisory position for the Executive Director of the Student Union, Inc., a separately incorporated 501-c3 auxiliary organization. The Division serves approximately 30,000 enrolled students through the work of about 350 employees organized into fifteen organizational units.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

In carrying out the responsibilities for this position, the Vice President for Student Affairs has a university-wide leadership role. The VPSA is responsible for a wide variety of programs and services that support student success, including enrollment planning, admissions, registration, and financial aid services; housing services; campus life; and co-curricular activities that promote and contribute to student learning, civic responsibility, and student health and wellness. Working closely with other senior administrators, the VPSA leads an on-going comprehensive effort campus-wide to manage university enrollments within the goals, policies, and budgetary guidelines set forth by the State of California, the California State University, and San José State University.

Key responsibilities of the position include:

- Provide executive-level leadership, strategic planning, oversight, and coordination of all units in the Division of Student Affairs in the areas of programming, policy development, human resources, facilities, and fiscal resource management.
- Provide leadership and guidance for the development and implementation of high quality and student-centered approaches to support student success in non-academic dimensions of students' university experiences. Examples include residential housing and residential life, multicultural activities, student activities and events, student clubs and organizations, Greek life, student government, freshman orientation, outreach to prospective students, admissions,

registration, financial aid, student conduct, testing, personal counseling, health education and health care, accommodation of disabilities, access programs, career and skill counseling, and placement services.

- Lead the University's efforts to enhance, assess, and maintain a comprehensive strategic plan for managing enrollments to capacity in alignment with the strategic academic plan of the University. Ensure that the operational objectives, policies and practices for enrollment management align with the strategic plan and goals of the University.
- Provide direction and guidance for advancing the University's strategic priorities of diversity, sustainability, information technology utilization, and student retention and graduation.
- Enhance, assess, and lead the implementation of a strategy and operational practices for maintaining a safe campus environment.
- Promote collaboration with all units of the University, especially in Academic Affairs, to support student learning and student success.
- Provide leadership in the Division of Student Affairs for fund-raising and grant activities.
- Develop and enhance the assessment of student learning outcomes for activities within the Division of Student Affairs, including the effective and efficient provision of student services and programs.
- Champion student-centered decision making throughout the campus that takes into account the variety of learning styles, cultures, and prior experiences of our students.
- Champion the intellectual and social growth of a diverse student population.
- Ensure that institutional policies and practices provide fair and equitable treatment of all applicants and students.
- Ensure that all programs and services in the Division of Student Affairs comply with relevant state and federal laws, California State University regulations, and University policies.

C. QUALIFICATIONS

Knowledge, Skills and Abilities

- Strong combination of skills in strategic planning, communication, and coordination.
- Collaborative skills to work effectively with faculty, staff, senior administrators, and students.
- Ability to understand complex challenges and to lead teams effectively.
- Comprehensive knowledge of student affairs practices and principles.
- Broad base of knowledge about student development and a variety of learning styles.
- Outstanding written and verbal communication skills.
- Working knowledge of emerging technologies and how they impact students and administrative operations.
- Ability to seek data that are meaningful for decision-making and to analyze data.
- Ability to listen, motivate, develop, and persuade others.
- An open, collegial, and consultative management style.
- Strong personal initiative, innovation, and self-motivation.

Experience and Education

- Masters degree required; terminal degree preferred.
- At least ten years of relevant and progressive management experience in an institution of higher education.
- Experience in a collective bargaining environment preferred.
- Significant experience managing large human resources staff and budgetary resources.
- A demonstrated commitment to multiculturalism and diversity.
- Demonstrated commitment to student success, and experience in building strong student relationships.