

## Vice President of Student Affairs

<b>Position Title:</b>	<b>Vice President of Student Affairs</b>
<b>Contract Term:</b>	<b>12-month position</b>
<b>Accountable To:</b>	<b>President</b>
<b>Salary:</b>	<b>\$97,734 - \$106,111</b>

**Summary of Position:** The Vice President of Student Affairs (VPSA) provides visionary leadership and strategic direction for all student-centered programs and services, with a particular focus on strategic enrollment management to advance institutional goals in recruitment, retention, and student success. This role encompasses oversight of key functional areas including admissions, orientation, assessment, counseling, ADA compliance, persistence, and graduation initiatives. The VPSA supervises student services staff and ensures effective leadership, fiscal management experience, and alignment with the student services strategic priorities. Additionally, the VPSA serves as a Title IX Deputy Coordinator, ensuring a safe, inclusive, and equitable campus environment. The position also oversees student life programming, career placement, and transfer initiatives, and serves as a liaison among college administration, student organizations, and secondary education partners to strengthen communication and enrich the overall student experience. This position also supervises the college's athletic programs to ensure they align with institutional policies, support student-athlete development and well-being, and reflect the College's mission, values, and cultural priorities.

### **JOB CHARACTERISTICS:**

**Nature of Work:** The primary focus of this position is to develop, implement and maintain the college's overall enrollment strategic plan, including recruitment, retention, graduation rates, and placement.

**Personal Contacts:** Strong human relations skills are essential for this position. The VPSA regularly interacts with students, administrators, faculty, staff, and local and regional K–12 schools, as well as with community members and external partners. The VPSA collaborates daily with TMC administration, community constituents, and state and national program officials, maintaining active working relationships with members of the North Dakota University System, North Dakota Tribal Colleges, and various constituents.

**Supervision Received:** The VPSA works under the direct supervision of the TMC President.

**Supervision Exercised:** This position provides overall supervision of all staff within Student Services, Athletic Director, and relevant grant-funded programs, ensuring effective program delivery, accountability, and alignment with institutional goals.

### **Title IX Responsibilities:**

The VPSA serves as one of the institution's Title IX Deputy Coordinators, ensuring compliance with federal and institutional policies related to equity and nondiscrimination. This role requires maintaining strict confidentiality, exercising sound judgment, and upholding the highest standards of integrity in all Title IX-related matters impacting TMC.

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### RESPONSIBILITIES:

- Provide leadership for core functions of Student Affairs, specifically funded programs, counseling, recruitment, advisement, admissions, registration, student records, financial aid, placement and athletic programs.
- Create and sustain a supportive College culture that engages employees, recognizes diversity, ensures equity, promotes inclusion, and creates a sense of belonging by development an environment of teamwork, accountability, communication and vision in cooperation with senior leadership.
- Lead the design and implementation of effective recruitment and enrollment growth strategies.
- Lead initiatives that support student retention, engagement, and success, including services for distant learners.
- Promote and publicize educational programs, registration, financial aid deadlines and other student information to the public.
- Direct the recruitment, selection, assignment, supervision, and evaluation of Student Services personnel and classified staff.
- Plan and implement budgets for assigned areas, including grant-funded programs, ensuring compliance with established fiscal policies.
- Direct the preparation of reports as required by federal, state, local, and tribal regulations.
- Participate in the College planning process and develop long-range and short-range operational plans for the department and institution.
- Provide leadership in the assessment process through developing and organizing assessment initiatives for the department.
- Collaborate with the Vice President of Academic Affairs and the Dean of Career and Technical Education on student issues, catalog and scheduling, faculty concerns, advising, coordinating services, and student policy development and implementation.
- Oversee the input, organization, functionality, and accuracy of data within the Student Information System.
- Provide leadership in student retention initiatives by developing, implementing, and managing a campus-wide retention plan.
- Responsible for the annual production of the Student Handbook and other key documents.
- Facilitate all data reporting as assigned.
- Serve as one of the institution's Title IX Deputy Coordinators, ensuring compliance with federal and institutional policies, maintaining confidentiality, and upholding the highest standards of integrity.
- Provides direction and oversight for intercollegiate, intramural and recreational athletic staff programs, facilities and activities.
- Develops short term goals and long-term strategic plan and vision for the department.
- Oversees department fund raising, public relations and community outreach activities.
- Advise the President on matters relating to student affairs, particularly those related to the operation and enhancement of enrollment management functions.
- Assists in Higher Learning Commission (HLC) accreditation self-study, reporting, and site visit preparation by coordinating student affairs data and documentation to support compliance with HLC criteria.
- The VPSA has fiduciary and budgetary oversight for areas related to Student Services, including management of grant funds that support student success initiatives, ensuring proper allocation and compliance with institutional and funding agency requirements.
- Provides oversight and guidance and serve as Advisor to the Student Senate.

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- Attend meetings as required such as staff, faculty, and Board of Directors meetings.
- Serve as a member of the President's Administrative Council.
- 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.
- Oversees and administers student conduct processes, including disciplinary matters and student grievances, in accordance with institutional policies.
- Provides leadership for student safety within the institutional Emergency Management Plan, ensuring student affairs policies, procedures, and communication protocols support preparedness, response, and recovery efforts.
- Oversees the CEU's process for reporting.
- Conduct annual evaluations for all supervisees.
- Serve on a variety of college committees.
- Performs other position related duties as required.

### **REQUIRED QUALIFICATIONS:**

- Doctorate in Education or education related field.
- Three years' documented supervisory experience.
- Three years' documented experience in two or more of the following areas: student services, financial aid, recruitment, or retention.
- Three years' documented experience in budget management.

### **PREFERRED QUALIFICATIONS:**

- Grant or program development experience
- Experience working at a Tribal College and collaborating with tribal educational entities.

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