Position: Associate Vice President for University Services
Department: Office of University Services
Reporting Authority: Vice President for Business Affairs and University Services
Position Status: Full-time, Unclassified

Qualifications:

- Master’s degree required.
- Excellent written, verbal, and interpersonal communication skills required.
- Personal computing skills and familiarity with student information systems required; familiarity with Banner preferred.
- Prior experience developing, implementing, and evaluating operational and strategic plans and budget(s) and supervising classified and unclassified personnel in student affairs and auxiliary services preferred.
- Seven years professional experience directing student affairs, auxiliary business functions or closely related administrative functions as a director or higher in a college or university setting required.
- Familiarity with legal and financial compliance issues in higher education settings required.

Job Description:

1. Serves as the chief student advocate and promotes strategic student success, support, and engagement initiatives throughout the University community.

2. Fosters a student-centered campus culture that values and recognizes learning, civic development, leadership development, and service to the University and community.

3. Oversees student rights and responsibilities awareness and student disciplinary proceedings.

4. Provides leadership in the administration of diverse departments organized within University Services and develops systems and processes to ensure these functions are collaborative and cohesive in their approach to student success, support and engagement in coordination with other campus departments.

5. Collaborates with deans, department heads, faculty, and administrators to strengthen student support services integral to student engagement, success, and satisfaction.

6. Maintains knowledge of local, state, regional, and national issues and trends in student affairs and auxiliary services innovation, policy and practice, particularly among peer institutions.

7. Participates in institutional, system-wide, and state-wide planning and assessment efforts with particular emphasis on those related to student engagement, retention, and satisfaction.

8. Monitors assigned systems, processes and resources to ensure maximum leveraging of effort to meet engagement, retention, and student satisfaction objectives.

9. Supervises unclassified and classified personnel, graduate assistants, and student workers and liaisons
with key community partners in University Services, Campus Life, Student Union and Activities, Housing and Residence Life, Counseling and Student Health Services, and Burton Coliseum Complex.

10. Oversees diverse contracted professional services; coordinates periodic review and revision to contracts.

11. Serves as administrative liaison to the Governor’s Program for Gifted Children.

12. Serves on Administrative Advisory Council, Crisis Response Team, UL System Emergency Preparedness Steering Committee, Athletic Appeals Committee, and other committees as assigned.

13. Provides broad leadership, in collaboration with appropriate campus personnel, to promote a climate and culture of preparedness and effective response to diverse crisis and emergency situations.

14. Receives periodic training from the University and assists in monitoring and enforcing compliance related to regional and program accreditation, NCAA certification, Buckley Amendment, Cleary Act, HIPAA and related legal and regulatory matters appropriate to areas of oversight.

15. Maintains 24/7 response capability during regular academic terms and during periods when the University is officially closed including evenings, nights, weekends, and holiday periods.

16. Performs other duties and responsibilities as assigned.

Revised 3/6/13