



Classification Description

Job Title: Associate Vice President, Student Life

Pay Grade: Administrator

Job Code: 4257

FLSA Status: Exempt

Job Purpose

The Associate Vice President of Student Life is responsible for providing engaging, high-quality, co-curricular programs and services to advance the holistic development and academic success of students at Florida SouthWestern State College. This position serves as the chief advocate and College Ombudsperson for all students. In this role, the Associate Vice President exercises administrative leadership for a wide variety of offices and programs including, but not limited to: Care Services, Community Standards/Conduct, Academic Integrity, Adaptive Services, Residence Life, the Care Pantry, programs for first generation and first time in college students, contracts and grants for mental health and other student services, Student Transitions, Student Leadership, Student Involvement, Campus Recreation and Wellness, and Student Media.

The Associate Vice President of Student Life plans, implements, leads and develops student life programs and initiatives; strategically assesses students' educational and developmental needs; and generates clear goals, procedures, systems and priorities to meet those needs at all FSW campuses and locations. This position also recommends, implements, and evaluates policies and procedures for all aspects of student life in collaboration with Cabinet members, institutional administrators and stakeholders, the Deputy Chief of Staff for Strategic Priorities, and other appropriate staff. This is a College Administrator on annual contract position.

General Responsibilities

Essential Functions

Creates and oversees a strategy for leadership, learning outcomes and assessment for a portfolio of student life units with direct oversight and evaluation of unit leaders.

Demonstrates proactive and passionate advocacy on behalf of students in all facets of their education and development, from admissions through graduation and goal completion.

Manages budgets, human resources, and sets benchmarks/accountability measures for team members and student life programs. Provides training to unit managers and other staff, as needed.

Administers student conduct, academic integrity, and Care Services cases to ensure that processes incorporate best practices and are to scale in meeting student needs at all FSW campuses and locations.

ASSOCIATE VICE PRESIDENT, STUDENT LIFE

Leads positive culture and climate creation among the Student Life team and ensures that positive staff relationships enhance programs and services for students.

Develops strategic marketing plans to promote Student Life programs and objectives.

Utilizes technology to engage students and to maximize all aspects of student life College-wide.

Implements strong student engagement programs and opportunities to promote retention.

Serves and contributes as a member of the institution's Guided Pathways Committee.

Works with the Associate Director of Residence Life and Community Standards to develop housing occupancy and retention plans, residential curricula, and other programming to enhance the residential experience for students.

Serves on the student behavioral, consultation and response team and provides associated support services, as needed.

Models excellence and best practices in the recruitment, hiring and retention of administrators and staff.

Understands and communicates the role of the Student Life Division in developing and delivering strong student engagement opportunities for all students.

Demonstrates passion for working with all student populations including, but not limited to, first generation, veterans, adult learners, athletes, and situationally at-risk students.

Demonstrates excellent communication skills that lead to positive community building, engagement, and retention across the campuses.

Develops fair and just institutional policies and procedures for students that are readily understood, reflective of national best practices and include student input, such as the Student Code of Conduct and the utilization of restorative justice practices.

Remains current on compliance with federal laws, state laws and Florida College System directives such as the drug-free schools act, FERPA, ADA, HIPAA, Title IX, etc.

Consults with faculty and other administrators on student behavior, as needed.

Provides assistance and student support for situations involving student and campus emergencies.

Ensures continuous improvement in student life programs and services by analyzing qualitative and quantitative data.

Collaborates with all stakeholders to ensure students' successful transition into the College and its Guided Pathways.

Serves on and chairs College-wide committees and initiatives, as needed.

ASSOCIATE VICE PRESIDENT, STUDENT LIFE

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in College Student Development, College Student Personnel Administration, Higher Education Administration or a related field of study.

Seven (7) years of full-time, professional, student services administrative experience at a regionally accredited college or university in positions of increasing responsibility. A minimum of three (3) of the seven (7) years must be at a level equivalent to a Director or Dean in student services administration.

Comprehensive knowledge of current college student development theories, existing and emerging issues in college student services administration, and best practices in the design, development, and delivery of student support services and educational programming.

Personal and educational philosophy compatible with the goals, objectives and mission of Florida SouthWestern State College and open-access institutions of higher education.

Skill in supervision, interpersonal relations, budget analysis, program design and development, team work, assessment, and knowledge of student services issues and practices for traditional and non-traditional college students.

Ability to work evenings and weekends and travel independently for College business, as required.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.

ASSOCIATE VICE PRESIDENT, STUDENT LIFE

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 3, 2024.