



Classification Description

Job Title: Interim Vice President, Student Affairs

Pay Grade: Administrator

Job Code: 4747T

FLSA Status: Exempt

Job Purpose

As the chief student affairs officer of the College, the Interim Vice President of Student Affairs provides strategic vision, leadership, and direction for the College's assigned areas of the student affairs division to include assessment, Campus Directors, community standards, student life, student transitions, student leadership, student involvement, and CARE and adaptive services.

The Interim Vice President is responsible for the development of partnerships, programs, and policies to achieve the College's strategic initiatives for all students in collaboration with Academic Affairs, Online Learning, the FSW Foundation, the FSW Finance Corporation, Campus Directors, and other divisions, offices, and units within the College. The Interim Vice President of Student Affairs serves as a member of the President's Cabinet and is responsible for making recommendations to the President as needed and appropriate. This is a College Administrator position serving on an annual contract.

General Responsibilities

Essential Functions

Establishes and supports a culture within the Student Affairs division that is committed to the success of students through administrative excellence and accountability, creativity, leadership, cooperation and teamwork.

Provides leadership in the evaluation of programs and services; provides a system for timely review of services; identifies current and projected trends in education and recommends enhancements to foster student success; provides recommendations with supporting information, data and staff opinion based on evaluation results to the President as needed or requested.

Establishes short- and long-term goals for College-wide student services; supports the College's strategic planning process ensuring plans are consistent with the College mission and strategic priorities.

Collaborates closely with the Provost/Vice President, Academic Affairs, academic administrators and faculty to ensure student programs support the goals of the academic division, and that class schedules and academic initiatives support student success.

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Embraces the role of chief advocate and supporter of the students, College-wide student affairs staff, and student programming to ensure all students have every opportunity for success.

Implements an intentional student development program designed to challenge and support students, and to enrich student life through clubs, organizations and cultural enrichment activities.

Oversees the student due process procedure for adjudicating complaints and violations of community standards along with the chief conduct officer. In consultation with other Campus and program administrators, develops appropriate processes and procedures for students' due process and ensures compliance with due process procedures.

Serves as a resource within the College to provide information on the many aspects of student services, special needs of students, and ways in which student success could be enhanced by changes in College, community, or state programs and policies.

Supports the College's budget process; ensures financial accountability for all assigned student services budgets. Collaborates with Campus Directors to ensure inclusion and integration of campus needs, as appropriate.

Serves as the chief administrative officer responsible for the College's Fund 2 Student Activities and Services Fee Budget and for coordinating the annual development and approval of this budget in accordance with College Operating Procedure 06-0702.

Advises and confers with the President on management issues involving College programs and services including development and/or revision of Board Policies and Administrative Procedures.

Directs the preparation of reports as required by federal, state, local and district regulations; informs the President and other district staff as to the status of assigned functions or groups of services.

Maintains current knowledge of legislation and educational trends pertinent to student services philosophy and practice.

In cooperation and collaboration with the other College officials, provides leadership, expertise, and advice on issues relating to disaster preparedness and student welfare on campus.

Serves on College-wide committees as assigned; represents the College at designated community organizational meetings and maintains working relationships with other educational organizations, governmental units and campus area agencies.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other related duties as assigned.

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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 to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications:

Earned doctoral degree from a regionally accredited institution in student counseling and personnel services, higher education administration, or related field.

Seven (7) years of professional student services administrative experience at a college or university in positions of increasing responsibility. A minimum of three (3) of the seven (7) years must be at Director or Dean level or higher in student affairs administration.

Demonstrated successful use of data and knowledge of state-of-the-art student services and related systems, as well as the use of technology to improve efficiency and effectiveness.

Demonstrated innovative and progressive leadership skills; ability to plan strategically, develop short- and long-term goals, and develop collaborative partnerships to achieve goals, evaluate results and use results for improvement.

Skill in supervision, verbal and written communications, interpersonal relations, budget analysis, and development, organization, program design/development, teamwork, assessment, and knowledge of student services issues and practices for traditional and non-traditional students.

Demonstrated understanding of the capabilities of an integrated enterprise-wide and student database system such as SCT Banner; demonstrated commitment to the effective utilization of technology to enhance services to students.

Demonstrated experience in fiscal management, sound budget practices, and the use of personal computers 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.
- 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.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.

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- 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 work effectively with individuals from a variety of backgrounds and perspectives.

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 and respect in interactions with individuals with varying perspectives, experiences, 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, and 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: October 7, 2026.