



WEST VIRGINIA STATE
UNIVERSITY



Vice President for Student Affairs

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description:

The Vice President for Student Affairs serves as a strategic thought leader and trusted senior administrator of the Division of Student Affairs at West Virginia State University which operates to advance the learning, intellectual capital, and personal growth and development of all students. Leading as a collaborative partner, the Vice President for Student Affairs drives the vision and strategic management for programs, services, and opportunities, that enable students to succeed in and contribute to a diverse community and global society. The Vice President for Student Affairs will foster a positive and engaging living and learning community through student participation in policy decisions, university committees, and the student conduct process, thus ensuring an inclusive environment and sense of belonging for all students.

The Vice President for Student Affairs leads the Division of Student Affairs and provides strategic and day-to-day oversight, and is responsible for all core Student Affairs functions including: Student Life and Engagement, Career Services, Counseling Services, Student Health Services, Student Union, Student Conduct/Judicial Affairs, Housing and Residence Life, Student Leadership and Character Development, Greek Life, University Event Center, Student Government Association and Veterans Support Services. The VPSA also manages the annual Student Affairs budget, all Student Affairs staff members, and is responsible for implementation of policies and procedures.

As a direct report to the President and a member of the President's Executive Cabinet, the Vice President for Student Affairs serves as the chief student affairs officer of the institution. The Vice President for Student Affairs leads and manages all aspects of student affairs administration for the university; provides leadership and strategic vision for a core division that honors and celebrates diversity and encourages student success and active participation in the University community; enhances out-of-classroom opportunities for students by providing formal and informal experiences, employment, internship and externship opportunities, leadership and character development, and support for campus student organizations. The Vice President for Student Affairs serves as the chief administrator for all student life related priorities and works closely with other administrative divisions in support of student success including recruitment, orientation, retention, graduation and placement.

Responsibilities:

- Develop and implement policies, procedures, and guidelines for student life, engagement, conduct, living and other areas within the student affairs administrative area
- Provides leadership and character development programming and training opportunities formally and informally, responding to the needs of students
- Drives enriching and rewarding programming and engagement opportunities of interest to students that create a sense of belonging and connectedness to the institution, and enhances retention
- Establishes a relevant student conduct program and judicial philosophy driven by industry best practices
- Oversees the refinement and creation of existing and new programs to address the needs of students (e.g. newly created student organizations)
- Support organizational planning to achieve short and long-term enrollment forecasts and student success goals (e.g. living-learning communities)
- Prepares ad hoc reports, conducts research, and prepares data analysis on Student Affairs matters to help drive strategic decision-making across the campus community
- Partners collaboratively with academic affairs, university advancement and other administrative areas to ensure career services, mentoring programs, counseling services, campus life, residential programs, etc., are fully operative, well-managed, and protect the welfare and interest of students
- Ensure Student Affairs' practices, processes, policies, and related documents are consistently applied and comply with applicable laws, university guidelines, policies, and procedures
- Advises and supports the development and activities of the Student Government Association
- Represents students' interest with other institutions, students, communities and public entities
- Enhances student success by providing high-quality formal and informal experiences and opportunities, and support for student organizations
- Acts as the university's lead agent of student welfare and well-being by helping the campus community adapt to the changing needs of its students
- Other duties as assigned

Knowledge, Skills and Abilities:

- Effective organization, administrative and budgetary skills
- Demonstrated commitment to student welfare, success, learning and promoting an understanding of the value of diversity and inclusion
- Evidence of leading large-scale change initiatives and the ability to actively and effectively engage in collaborative teamwork
- Working knowledge of contemporary issues in higher education and approaches in higher education student development
- Evidence of an understanding of the legislative, regulatory, and public policy issues impacting higher education
- Other duties as assigned

Minimum Qualifications:

- Master's Degree in business administration, educational leadership, psychology, or a related discipline and 5-7 years of experience, with at least 2 years in a senior leadership role
- Proven leadership skills including clear goal setting, prioritization skills, and ability to lead a team in an environment which promotes teamwork and team building
- Strong organizational and decision-making skills, analytical and problem-solving abilities, and interpersonal skills
- Ability to work in a complex, fast-paced environment with multiple tasks, short and long term deadlines
- Strong verbal and written communicational skills
- Skills and ability in the use of Microsoft office

Preferred Qualifications:

In addition to the minimum qualifications listed above:

- At least 7-10 years of work experience in higher education in a student affairs leadership role working with faculty, staff, students and administration
- Demonstrated knowledge and familiarity with best practices in Student Affairs, FERPA and HIPAA regulations, EEO/AA, Title IX, Clery, ADA working knowledge of federal laws and regulations and NASPA membership
- Experience with Banner, OASIS, and KRONOS preferred

Salary Statement:

\$110,000 - \$125,000 salary commensurate with experience and relocation assistance may be available

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references. by **April 20, 2021**. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.