

Family: Student Services

Level: EX3

Position Profile Title: Executive 3-Student Services

Salary Grade	Minimum	Midpoint	Maximum
10	\$124,812	\$171,660	\$218,496

PROFILE SUMMARY:

Positions in this profile are responsible for the overall strategic oversight and direction of campus student activities, student organizations, groups, and clubs; or campus recreational sports and adventure fitness programs. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives for assigned areas. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards, and participate in strategic planning efforts as part of the Division of Student Affairs leadership team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Executive 3-Student Services profile is the strategic leadership of multiple departments, units and services within the Student Experiences and Engagement organization for the university. This position provides resource allocation and management with a scope spanning over the student service units, services and programs serving students and families across the university

PRIMARY POSITION RESPONSIBILITIES:

1. Leads, develops, implements, oversees and assesses strategy and plan of operation for all units, programs, services and facilities within the Student Experiences and Engagement organization.
2. Provides leadership, supervision and direction for assigned staff. Hire and train employees; plan, assign and review work, establish goals for each position and assess performance through completion of written evaluations; act on disciplinary issues, up to and including dismissal; address grievances, developing a framework for corrective actions as necessary.
3. Develops and executes the department or division vision, goals and initiative, including leadership of university councils and committees.
4. Maintains relationships to promote and develop the program mission and strategies including development of support services for program participants to provide information that assist them with short- and long-term decision making.
5. Oversees collaborative, external relationships that develop and enhance university efforts in alignment with university vision, strategies, cultures and priorities.
6. Ensures compliance with University policies, state and federal laws and regulations and industry standards.
7. Participates in the Student Affairs Leadership Team to participate in and collaborate on the strategic planning, goal setting and initiative development for the Student Affairs Division.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University



- Department



Family: Student Services

Level: EX3

Position Profile Title: Executive 3-Dean of Students

Salary Grade	Minimum	Midpoint	Maximum
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- Direct team
- Vendors/Suppliers/Contractors
- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by university and division strategy, mission and vision; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Typically reports to a Vice Provost, Vice President, Assistant/Associate Vice President, Dean or other senior level administrator.

Supervises work other directors, including planning and reviewing work.

Develops and approves multiple budgets and exceptions to budgets for multiple units.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:

PhD in Student Services Administration, Higher Education, or related field.

8 years of experience in management responsibilities including supervision and budget development.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.