



Job Title	Assistant Vice President, Neighborhood Relations & Safety Education		Job Code	SD0818	
Pay Plan	A&P	Pay Grade	22	FLSA Status	Exempt
Union	Non-Union		Union Code	0	
Job Family	Student Development & Enrollment Services		Subfamily	Student Success Services	

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Student Success Services Professionals provide quality programs and services that support student success.

Job Summary

Assists and serves on the Vice President's leadership team and Associate Vice President and Dean of Students' leadership team of Student Development and Enrollment Services, is responsible for the operation, function, administration, and supervision of the Office of Neighborhood Relations and Safety Education; and has direct supervision of the Office of Student Legal Services' Director, staff, and operation; serves as the divisional safety education and wellness compliance officer.

Representative Duties

1.
 - Assists and supports the Associate Vice President and Dean of Students with emergency preparedness and crisis Management
 - Serves as the off-campus housing resource for students, parents, faculty, and staff needing and seeking off-campus housing accommodations in order to prevent, eliminate, or reduce homelessness
 - Investigates, researches, responds, and resolves issues, complaints, challenges, and concerns related to off-campus housing student living so that the off-campus living experience will be developmental and educational
 - Creates, builds, and maintains a positive and effective relationship with apartment managers, landlords, tenants, neighbors, homeowners' associations, and police to promote and sustain successful neighborhood/community relations
 - Plans, organizes, schedules, and implements safety educational programs/workshops for students living off-campus to support and enhance the awareness and prevention of danger and harm to students residing off-campus
 - Administers, manages, and supervises the Office of Neighborhood Relations and Safety Education, staff, and Director of Student Legal Services and provides oversight and coordination of functions and operations to achieve effectiveness and efficiency

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Master's	Terminal
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 5+ years of leadership experience OR 5+ years of relevant work experience with a Terminal Degree 5+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.