



Job Title	Assistant Vice President, SDES Budget & Human Resources	Job Code	SD0911
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	Union Code	0
Job Family	Student Development & Enrollment Services	Subfamily	SDES Administration

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.

SDES Administration Professionals provide leadership of various units within Student Development and Enrollment Services operations.

Job Summary

Responsible for the formulation, development and implementation of university and division programs, services, policies and procedures that affect Student Development and Enrollment Services (SDES).

Representative Duties

1.
 - Provides leadership, support, and supervision to the directors and other personnel, programs and services
 - Serves as SDES Chief Human Resource Officer providing strategic direction and leadership
 - Maintains approval and signature authority on human resource transactions, fiscal transactions, reviews and funds transfers for SDES departments
 - Administers human resource functions, including but not limited to; recruitment, compensation analysis, reclassifications, special pay increases, hiring, performance improvement plans, disciplinary actions, termination, leave and absence, etc.
 - Interprets and remains informed of administrative, HR and fiscal rules and policies
 - Recommends new and improved policies and programs to more efficiently and effectively manage the division's resources
 - Develops and implements human resource, budgetary, and information technology policies for SDES
 - Reviews internal SDES policies before recommending approval to SDES Vice President as well as policies initiated within SDES that will be presented to the University Policy and Procedure Committee
 - Provides or directs assistance and training of lead support in each area of the division
 - Coordinates on-boarding process and training for new employees
 - Assists the Associate Vice President in analyzing and reporting fund balances and forecasts, offers financial advice and options essential for decision-making and long-range planning within the division
 - Reviews Student Government legislation and verifies compliance with state, university, division, and internal SGA compliance with constitution, statutes, and provision prior to making a recommendation to the SDES Vice President
 - Performs analyses, research and other duties as assigned by the Associate Vice President, and advises on special projects or issues
 - Serves as an advisor to the SDES Council which coordinates and plans divisional recognition events
 - Serves on divisional and university committees as needed or required

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Master's	Terminal Degree
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.