



Job Title	Associate Vice President, Student Engagement & Leadership Development	Job Code	SD0711
Pay Plan	EXC	Pay Grade	24
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Student Involvement/Leadership

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 Involvement/Leadership Professionals provide quality programs and leadership opportunities that enrich the student experience and enhance the campus environment.

Job Summary

Supports the Vice President and the initiatives of the Division of Student Development and Enrollment Services. Specific areas of responsibility include Office of Student Involvement (including Student Government Assoc), Lead Scholars Academy, Fraternity Sorority Life, Assessment and Grants, and Community Support Services. Leads the division strategic planning activities, key student recognition events, free assembly event management and student organization conduct.

Representative Duties

1.

- Supports division and university goals by participating actively in committees, work teams, task forces, or other staff groups as assigned by the VP
- Advises and prepares plans for campus response to political, social justice, and ethical issues to ensure free speech and free assembly are maintained
- Ensures continuous improvement and excellence of Fraternity and Sorority Life
- Provides oversight of institutional effectiveness process for division
- Provides divisional leadership for online support services
- Supervises staff
- Participates in leadership of the division through regular staff meetings, individual meetings with other Associate and Assistant VPs, work teams, direct communication and support of VP initiatives, and various committees
- Develops projects and proposals for improving university and division goals such as higher retention and graduation rates
- Leads development and implementation of the division strategic plan
- Advises and supports students and parents from all areas of the university
- Advocates for underrepresented students wherever possible and creates a safe space for all voices to be heard

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Master's	Terminal
Certification(s)		
Licensure(s)		
Work Experience		
10+ years of relevant work experience 5+ years of leadership experience OR 7+ 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.