

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Vice President for Student Life and Dean of Students

Preparation Date: April 1, 2015

Function of Position:

The Vice President for Student Life and Dean of Students reports to the President and is responsible for coordinating, supervising, and evaluating programs and activities associated with student life on campus and chairing/serving on college committees and advisory groups.

Principal Duties and Responsibilities:

- 1) Leads the staff in Student Life in the development of policies, procedures and programs to assure that student services are satisfying for all admitted students, whatever their background, including orientation, residential life, counseling, health, security, entertainment.
- 2) Hires, supervises, directs the work, and evaluates the AVP of Student life, Directors of Counseling Services, Campus Security, International Student Programs, and the Administrative Assistant for Student Life.
- 3) Collaborates with the Vice President for Enrollment Management and staff regarding academic tutoring needs of students, financial aid, academic advising and recruitment, and retention issues.
- 4) Collaborates with Vice President for Institutional Advancement regarding information and programs for alumni and parents.
- 5) Collaborates with Vice President for Academic Affairs and faculty regarding academic progress, retention of students, and related student conduct issues.
- 6) Collaborates with Vice President for Finance and Administration and staff regarding maintenance of Student Center & Residence Halls, Waverly-Wartburg Recreation Center, and related student-athlete conduct issues.
- 7) Collaborates with Chaplaincy regarding programs that enhance the spiritual & ethical development of students.
- 8) Liaises with the Student Life and Learning Committee of the college's Board of Regents.
- 9) Oversees the development and application of the Student Handbook policies and guidelines, works with other members of the administration and college community, including Student Senate leadership, to create a campus environment which is healthy, supportive, and conducive to both living and learning.
- 10) Provides information to the cabinet concerning student life goals and issues.
- 11) Serves/chairs college committees/advisory groups as assigned: Enrollment Management, Student Life Committee, Diversity & Inclusion Council, and advises Student Senate.
- 12) Collaborates with cabinet members to recommend and implement college policies and procedures to advance mission and strategic goals.
- 13) Performs other duties as assigned.

Supervision:

Under administrative direction, employee is generally responsible for determining performance standards, developing new policies, and working on complex projects and problems.

Minimum Qualifications:

Requires MA in Student Development or related field and eight years of progressive leadership experience in the student life field. PhD preferred.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and applications will only be accepted through May 1, 2015.