

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: VICE PRESIDENT – ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS

PAY GRADE: A-20

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide leadership and administrative oversight for the Student Affairs Division in a multi-campus college environment.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Masters Degree from a regionally accredited institution required. Doctorate degree or its equivalent from a regionally accredited institution preferred.
2. Years of experience in field: A minimum of five years of full-time experience in progressively responsible positions in student affairs or a related field is required.
3. Special skills or abilities related to position: Positive human relations' skills. Knowledge of contemporary programs and goals of college student development, student affairs administration, and enrollment management; ability to analyze data; excellent writing skills.

ESSENTIAL JOB FUNCTIONS:

1. Provide leadership and management for all aspects of a comprehensive program of student affairs services to ensure that operations meet the strategic goals and objectives of the College.
2. Develop and monitor goals and objectives for the student affairs program.
3. Maintain close liaison with students to enable the College to develop programs, which will facilitate their educational welfare.
4. Assist in creating an environment conducive to student development and learning.
5. Participate in the development of the college catalog and the student handbook.

ESSENTIAL JOB FUNCTIONS (continued):

6. Provide guidance, monitor, and evaluate the work of all student affairs personnel; work with employees to correct deficiencies; and implement discipline procedures.
7. Provide college wide leadership for a program of enrollment management including but not limited to conducting enrollment management related research and interpreting and utilizing outcome data.
8. Work closely with instructors on a comprehensive program of co-curriculum opportunities which support the college's student learning outcomes.
9. Provide college wide coordination of an effective program of academic advisement.
10. Assists in the development and administration of the budget for assigned functions; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; made mid-year corrections.
11. Develop, interpret, and apply college policies, procedures, rules and regulations.
12. Handle all student related disciplinary matters and grievances.
13. Serves as a member of the President's Executive Leadership Team.
14. Attends all regular and special meetings and workshops of the District Board of Trustees.
15. Serves on a variety of College and statewide committees and task forces; research and develop recommendations related to the College.
16. Represents the College at community and outside organization functions.
17. Requires regular and recurring overnight, out-of-district travel.
18. Due to the scope of responsibility of this position and the need for the College to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration and Finance.
19. Performs other duties and projects as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Bryant Union, Ocala Campus

SUPERVISOR OF POSITION: College President