

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: VICE PRESIDENT – ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS

PAY GRADE: A-4

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: Master’s degree from a regionally accredited institution is required. A Doctorate or its equivalent from a regionally accredited institution is preferred.
2. Years of experience in the field: A minimum of five years of experience in progressively responsible positions in student affairs or a related field is required.
3. Special skills or abilities related to the 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.

ESSENTIAL JOB FUNCTIONS (Continued):

3. Maintain close liaison with students to enable the college to develop programs to 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.
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. Assist in developing and administering the budget for assigned functions; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; make mid-year corrections.
11. Develop, interpret, and apply college policies, procedures, rules, and regulations.
12. Handle all student-related disciplinary matters and grievances.
13. Serve as a member of the president's Executive Leadership team.
14. Attend all regular and special meetings and workshops of the District Board of Trustees.
15. Serve on a variety of college and statewide committees and task forces; research and develop recommendations related to the college.
16. Represent the college at community and outside organization functions. Requires regular and recurring overnight, out-of-district travel.
17. 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.
18. Perform 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a 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 light (up to 15 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.
- Routinely requires manual dexterity to operate standard office machines, such as computers, copiers, fax, calculator, telephone, and other equipment as necessary.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus, Bldg 5

SUPERVISOR OF POSITION: College President