



Executive Committee

June 7, 2021

Meeting via teleconference and streamed live at <https://youtu.be/DNzxmlmxsBs>

AGENDA

- I. Call to Order and Roll Call
- II. Determination of Necessity
- III. Approval of Appointment of Vice President for Student Affairs
- IV. Other Business
- V. Adjournment



Agenda Item Summary

Date: June 7, 2021

Agenda Item: Determination of Necessity

Review

Action

No action required

PRESENTER(S): Chair Harper

PURPOSE & KEY POINTS: Pursuant to Tennessee Code Annotated Section 8-44-108(b)(3), “[i]f a physical quorum is not present at the location of a meeting of a governing body, then in order for a quorum of members to participate by electronic or other means of communication, the governing body must make a determination that a necessity exists.”

Vice President of Student Affairs

Position Information

Position Information

Position Number	607010
Working Title	Vice President of Student Affairs
Job Title	Vice President
Job Type	Full-Time
Department	Student Affairs Administration
Job Purpose	The VPSA provides executive vision and leadership for the division. The successful candidate will be an advocate for students who understands and provides the strategic direction necessary to meet the evolving needs of a higher education institution in today's competitive landscape. The University desires a strong communicator who will successfully support student success while collaborating with faculty, staff, and administrators. The successful candidate will demonstrate energy, passion, and innovation while overseeing relevant and effective operations. The VPSA will be accountable for the administration, development, assessment, and improvement of Student Services and co-curricular/extra-curricular activities that meet and support the University's mission and strategic plan. The successful candidate will be responsible for using campus life and student activities to work across campus to improve student retention. The successful candidate will have experience in the creation of campus life, activity, and organization initiatives. The effective candidate will also be responsible for the planning, supervision, evaluation, and financial management for the division. The candidate will ensure that necessary services and programs are delivered to students in an outstanding manner by the areas within the division: Counseling Center, Dean of Students, Disability Services, Eagle Card Office, Health Services, Multicultural Affairs, Student Activities and Campus Life, Student Government Association (SGA), Service Learning, Residential Life, University Police, and the University Recreation and Fitness Center.

Essential Functions

- Develops programs, activities, and events that encourage student involvement in campus life, resulting in increased student satisfaction and retention.
- Leads and evaluates short-term and long-term plans for the division to support University strategic goals
- Develops metrics to assess division's performance and progress in relation to University goals
- Works collaboratively with faculty, staff, and students to provide a comprehensive learning environment that fosters the intellectual, psychological, social leadership, and recreational development for a diverse population.
- Serves as a standing member of the President's Cabinet and other University committees
- Serves actively on university, community, and statewide committees to represent the interests of Tennessee Tech.
- Develops and monitors annual budgets, allocates and manages student fee revenue, and monitors auxiliary accounts.
- Works with other senior level University leaders to accomplish institutional goals.
- Establishes measurable goals and objectives for each divisional area and assists each in the fulfillment of these aims.
- Directly supervises the following directors: Counseling Center, Dean of Students, Disability Services (Accessible Education), Health Services, Multicultural Affairs, Residential Life, Student Activities and Campus Life, University Recreation and Fitness Center, along with the Chief of University Police, Assistant Director of Service Learning and the Executive Director of Student Affairs/Eagle Card (budget and Eagle Card management).
- Evaluates, disciplines, and hires all employees and equivalent staff.
- Other duties as assigned.

Minimum Qualifications

Master's degree from an accredited institution. At least 5 years of progressively responsible leadership experience in student affairs, diversity, educational leadership, or comparable experience. Effective oral communication skills. Develop and interpret policies and procedures. Promote and appreciate cultural diversity in a higher education setting. Excellent problem solving and management skills. Able to develop short-term and long-term plans. Skilled in planning/coordinating programs, services, and activities. Accurately prepare records and reports. Understand and execute budget processes. Effectively supervise personnel and personnel actions. Leadership skills a must. Organization and prioritizing skills are essential.

Preferred Qualifications

Doctorate in Student Personnel Services, School Psychology in Counseling, or Administration and Supervision, significant managerial experience in a Student Affairs setting with a demonstrated competence in administration, student development, and budget. At least 7 years' experience of progressively responsible leadership experience in student affairs, diversity, educational leadership, or comparable experience. Experience as a Dean, Associate Vice President, Vice President, etc. Be knowledgeable of TTU/Student Affairs policies, procedures, and compliance in regards to ADA, FERPA, Judicial Affairs, and Professional Certifications.

Work Hours

Typical Hours are Monday-Friday, 8:00 a.m. -- 4:30 p.m. Additional hours may be necessary. Frequent travel is expected.

Compensation and Benefits

Salary

Commensurate with education and experience. Executive pay grade EX29.

Benefits Information

The University offers a competitive benefits package. Benefits include the accumulation of two vacation days per month and one sick leave day per month, and thirteen University holidays. Other benefits include medical and life insurance (shared cost with the university), retirement, optional 401k, and educational benefits.

Posting Details

Posting Date	10/16/2020
	11/30/2020

6/2/2021

TTU HR Site :: Posting Print Preview

Screening Date

Open Until Filled Yes

Special Instructions to Applicants Applicants are required to electronically upload a cover letter, resume, copy of transcripts (official transcripts required upon hire), and complete contact information for three references. References will be contacted to submit a letter of recommendation if selected for interview. Submission of materials is the applicant's responsibility. Applications without all required materials are incomplete and will not be considered.

Applicant Documents

Required Documents

1. Cover Letter
2. Resume
3. Transcripts

Optional Documents

1. Transcripts 2
 2. Transcripts 3
 3. Other Documents
 4. Other Documents 2
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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Master's Degree from an accredited institution?
 - Yes
 - No
2. * Do you have at least five (5) years of progressively responsible leadership experience in student affairs, diversity, educational leadership, or comparable experience?
 - Yes
 - No
3. * Do you have a doctorate in Student Personnel Services, School Psychology in Counseling, or Administration and Supervision?
 - Yes
 - No
4. * Do you have experience as a Dean, Associate Vice President, Vice President, or similar?
 - Yes
 - No
5. * How did you hear about this job opportunity?
(Open Ended Question)

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