



# EWC Job Description Position Duties & Responsibilities

<b>Job Title:</b>	Student Services Vice President	<b>Classification:</b>	Executive Administrator
<b>Department:</b>	Administrative Services	<b>Duration:</b>	12 months, At-will Contract
<b>Primary Location:</b>	Torrington, WY	<b>FLSA Status:</b>	Exempt
<b>Position Number:</b>	110	<b>DBM/Level:</b>	E82

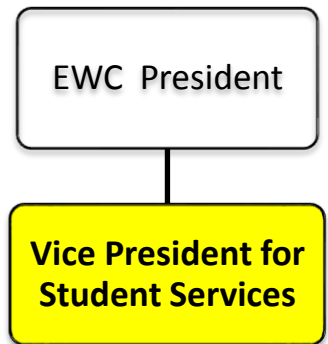
**Job Summary:** *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Vice President for Student Services is a 12-month, at-will contract, full-time, 40 hours weekly, FLSA exempt, benefited, decision band method E82 position located at the Main Campus. Under the College President’s leadership and direction, the Vice President for Student Services (VPSS) welcomes and nurtures a diverse student body. Through role-modeling principled and wide-ranging senior-level leadership and direction to the College’s staff and students, the VPSS is responsible for creating and maintaining an environment of collegiality and inclusiveness for students, employees, and the general public. The VPSS is responsible to provide leadership and supervision for all areas of non-academic student life to include planning, organizing, and directing the operations and activities of the College’s student development programs and services. This position is a member of the President’s Cabinet, President’s Leadership Team, several other committees, and is involved in strategic planning and decision-making for the College. This position requires occasional travel to locations nationally, state-wide, and across the College’s six-county Service Area.

**Organizational Relationship:** *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Student Services Vice President is supervised by the College President and receives annual performance evaluations in accordance with Board Policy and Administrative Rule provisions. The supervisory chain is depicted at right.

The VPSS position is a catalyst and support mechanism for student success and must provide executive-level leadership and direction in the administration of a comprehensive range of services, policies, and procedures. The VPSS formally supervises and completes annual performance evaluations on five EWC benefitted employees: Athletic Director, Enrollment Management Director, Financial Aid Director, Residence Life Director, and the Registration and Records Specialist. Areas of reporting include Student Life, Residence Life, Veterans Services, International Student Program, and high school and community outreach. The position also formally supervises one non-benefitted employee, the Counseling & Disability Services Coordinator, and informally supervises the performance and work of a services contracted non-employee, the Campus Resources Officer. Finally, the VPSS may supervise EWC-enrolled Work Study students on occasion. In total, the VPSS provides supervision oversight of 23 employees.



**Education and Experience Requirements:** *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

**Minimum Qualifications:**

- Master’s degree from an accredited institution
- Five years of progressively responsible senior management and leadership experience in student development or related field
- Working knowledge of applicable federal laws and regulations including but not limited to Title IX, the Clery Act, the Violence Against Women Reauthorization Act, and related policy guidance

- Commitment to student success and student-centered learning environment
- Demonstrated experience in innovative and creative student development models
- Recognized team builder with ability to coach and develop employee talent effectively
- Verified creation of a positive communications culture at all organizational levels with outstanding oral, written, and interpersonal communication skills
- Proven expertise in budget development, fiscal management, and strategic planning
- Effective computer proficiency and skill
- Demonstrated record in managing and resolving conflict with competency in the development of integrity, trust, and loyalty
- Previous work experience in a multi-cultural environment
- Current and valid state-issued Driver License

**Preferred Qualifications:**

- Earned doctorate degree
- Previous senior administrative or Vice President experience in higher education
- Prior experience in leading student success initiatives and effective services on a residential campus; successful enrollment management experience and community college experience
- Prior administrative experience in Wyoming Community College system
- Experience working on CEO/President’s Cabinet or senior Leadership/Advisory Team

**Essential Functions/Duties:** *(To perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **EXEMPT**, i.e., not eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

**Organizational and Personal Leadership (50%)**

- Provide visionary leadership for Student Services and its programs that develop and embrace a diverse body of students and employees which are multi-culturally aware
- Provide continuous leadership and direction to staff concerning student discipline, supervision and administration of the Student Code of Conduct, and serve as Title IX Coordinator for student inquiries
- Arrange systematic professional growth and development opportunities, within available resources, for Student Services employees
- Overall responsible to plan, staff, supervise, and deliver student services and related programs
- Work collaboratively with the Vice President of Academic Services to ensure student learning outcomes, service area outcomes, and program reviews
- High engagement in the College and community organizations to enhance the institution’s presence and visibility and cultivate external partnerships and resources
- Attend and serve as EWC’s representative at appropriate local, state, and regional and national conferences concerning student development

**Program Administration (25%)**

- Encourage and maintain a student-centered atmosphere focused serving students and their success
- Serve as the primary resource person for students, employees, and community members regarding the College’s student development programs
- Responsible to create and implement inclusive, data-driven, results-oriented decision-making practices within Student Services
- Develop plans and procedures for continuous improvement and evaluation of services to students
- Effectively implement and assist in adapting to organizational change and development
- Strategically develop and initiate annual budgets for student developmental programs and activities

- Maximize enrollment management planning and serve as the College's Principal Designated School Official as it pertains to the enrollment of international students
- In cooperation with Student Services staff, help sponsor the Student Senate and oversee/assist the Senate in sponsoring activities such as service projects and dances
- Chair and participate in College and community committees, task force related duties with participation, and support of the accreditation process
- Coordinate campus safety related activities and issue weather related/campus safety warnings for the Torrington and Douglas campuses

#### **Innovative Practices (25%)**

- Maximize the use of technology that enhances the efficient delivery of student services and programs to include using Student Services specific computer applications and programs
- Focus on emerging student development concepts and issues that impact community college students throughout the six-county Service Area
- Identify, research, and pursue alternative funding sources
- Perform all other duties as may be assigned

---

**Knowledge, Skills, and Abilities:** *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- Knowledge of federal, state, and local statutes and rules pertaining to the College's general operations
- Broad institutional perspective, excellent budget and planning skills, and proactive leadership style that encourages student/employee teamwork and interaction
- Ability to engage in enrollment management initiatives that promote student recruitment and retention
- Ability to develop and implement community college initiatives that include data-driven policies, practices, and decisions which support completion and persistence
- Ability to create and maintain a high level of visibility at College functions and with student leaders
- Skill and ability be a key advocate for a safe and healthy campus climate
- Research and assessment tools competence to monitor project/program progress and meet goals
- Effective and experienced educator adept at applying best practices to student development initiatives
- Ability to make decisions and solve problems through the utilization of participative decision-making
- Visioning skills and the ability to realize visions through participative work teams
- Knowledge and ability to examine and handle academic records/files and keep confidentiality per law
- Skill and ability to work tactfully and diplomatically with a diverse population of students, employees, and community members
- Ability to mentor and train employees individually or in groups on College policies, rules, and processes
- Ability to develop and deliver effective presentations in public and private
- Ability to organize and complete projects on a timely basis and within established deadlines
- Excellent listening and verbal/written communications ability in person or by telephone; effective interpersonal rapport skills
- Ability to maintain interest in a wide range of campus matters and affairs
- Ability to work and engage in multiple projects simultaneously during the course of the semester
- Ability to work autonomously and with minimal supervision and respond to emergent situations

---

**Physical/Mental Demands & Special Requirements:** *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Safe and independent motor vehicle operations and mobility to travel and visit Outreach sites

- Occasional early, late, and weekend work and the ability to sit for long periods of time
- Ability to hold and keep a valid driver license and insurability under the College's vehicle policy
- Ability to handle high stress periods resulting from assigned duties and varied expectations
- Local visible presence and may be in the public eye on controversial or high-impact issues
- Perform standard office tasks and operate associated office equipment for long periods of time
- Maintain a broad, student-centric and future-oriented perspective when making decisions

President:

  
 \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date 1/19/18

*NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.*

HR Office Processing

PD&R Received		17 October 2017
PD&R Reviewed		27Nov2017 – 18Jan2018
PD&R Approved		15 January 2018
Position Duties & Responsibilities Effective Date		1 July 2018
Position Number Assigned/Verified		27 October 2017