

ASSISTANT VICE PRESIDENT OF STUDENT SERVICES

GENERAL STATEMENT:

Assist in providing management oversight and supervision for Student Activities, Housing, Food Service, Campus Police, and Athletics.

REPORTS TO:

Vice President of Student Services

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree required.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience at the collegiate level involving supervision of personnel.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Develop and maintain student handbooks, residential life handbooks, and athletic handbooks.
- Assist in budget management in Student Activities, Housing, Food Service, Campus Police, and Athletics.
- Assist the Vice President of Student Services in personnel matters including hiring, assignment, evaluations, etc.
- Coordinate special events that occur on campus involving student services personnel.
- Review and revise policies and procedures for student services.
- Assist the Vice President of Student Services in the evaluation of student services and athletic programs.
- Assist the Vice President of Student Services in monitoring and regulating student conduct.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 03/23/10

Revised:

JD444