



## JOB DESCRIPTION

<b>JOB TITLE:</b> Vice President for Administration and Student Services	<b>FLSA:</b> Exempt
<b>Department</b> Administration	<b>Date:</b> 2/27/2019
<b>Security Sensitive:</b> Yes	<b>Grade:</b> E-82
<b>Reports To:</b> President	

### Job Summary

The Vice President for Administration and Student Services, the chief administrative services and student services officer of the College, reports directly to the President and works collaboratively to ensure the effective operations of the College. The Vice President for Administration and Student Services is responsible for providing leadership and administrative oversight for student services, public affairs, Galveston College Foundation, physical facilities, grounds, security, information technology, and auxiliary services, including but not limited to, intercollegiate athletics, the college bookstore, campus housing and food services. In addition, the Vice President for Administration and Student Services is responsible for providing leadership for all facilities planning and construction and other duties/projects as assigned.

### Essential Functions

- Exercises leadership for and executive management of assigned departments and for the professional development of assigned personnel;
- Plans, designs, develops, and delivers district-wide programs and services that implement the goals of the College and that support the instructional and student development programs of the College, and provides leadership for evaluating and ensuring quality in all aspects of the College's programs and services;
- Recommends, develops and implements policies, procedures and practices which foster and promote learning throughout the organization; recommends organizational structures, personnel and resources to ensure a student-centered, learner-centered environment at all levels;
- Represents the College to various external entities and with outside agencies in matters relating to the College's programs and services;
- Oversees the implementation of College administrative strategic goals and action plans for campus and facilities operations, and the College athletic programs;
- Leads the management of the College administrative operations and services: physical facilities, grounds, security, information technology, food services, student financial aid, resident housing and rental property;
- Provides leadership for and oversees the information technology systems of the College;
- Provides leadership for and direction for development and grant writing efforts;
- Provides leadership and direction to the Associate Vice President of Student Services.
- Oversees the College's athletic programs;
- Participates in College overall planning process;
- Recommends new or revised systems, methods, programs and procedures to improve efficiency and effectiveness of College services;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Performs all other duties necessary to accomplish the objectives of the College and/or as assigned by the President.

**Minimum Education, Skills and Abilities**

- Doctoral degree (from a regional accredited institution) in an area specific to the areas supervised or in a closely related area and a minimum of six years increasingly responsible administrative experience in a college environment (experience in community college setting is preferred);
- Demonstrated commitment to and success in college strategic planning, internal policy-making processes, resource allocation priorities, and SACS accreditation criteria;
- Proficient in the use of personal computers and associated software;
- Demonstrated ability to create clear, precise and effective verbal and written communication for multiple audiences;
- Skill in supervisory leadership, managing, organizing, human relations, negotiation, and budgeting;
- Demonstrated project management and time-management skills including dealing with multiple and competing deadlines, ability to prioritize, work under pressure, complete tasks on time and be responsive to requests;
- Proven record of timely follow through on deadlines and deliverables; detail-oriented; highly organized; commitment to achievement of agreed upon targets;
- Must be creative, detail oriented and possess excellent analytical reasoning and problem-solving skills;
- Demonstrated commitment to integrated management and systems thinking with the ability to think “outside the box” and to lead and manage change involving faculty and staff in positive and inclusive ways;
- Demonstrated ability to work independently and in a team environment.

**Work Environment**

Work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential. The position requires average agility, good vision, and hearing. Work may be stressful and may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

**Special Requirements**

- Ability to meet a flexible work schedule including some evenings and weekends;
- Must complete a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date