



Assistant Vice President for Student Affairs

Reporting to the Vice President for Academic and Student Affairs, the Assistant Vice President for Student Affairs provides leadership for student life culture that promotes civility, celebrates diversity, and encourages an inclusive campus climate. The Assistant Vice President is responsible for oversight in advancing SUNY Downstate's strategic enrollment management and student affairs goals, leads the development and implementation of the Division of Student Affairs strategic planning and assessment efforts and functions. The incumbent is also responsible for assisting with the provision of student services to students in the Colleges of Medicine and Nursing, and the Schools of Public Health, Health Professions, and Graduate Studies.

Responsibilities include:

- Manage the effective operation of the Office of Student Affairs areas to deliver services to students to achieve success in their academic journey inside and outside the classroom.
- Provide leadership and supervision for program coordination, strategic planning, and student development for areas, including the Offices of the Registrar and Financial Aid. Providing managerial leadership and supervision to direct reports and their respective staff to ensure that a cohesive and collaborative team effort is applied to all student affairs and University services.
- Serve as the chief deputy to the Vice President for Academic & Student Affairs and, when necessary, in the absence of the Vice President, provide leadership on issues related to Student Affairs.
- Collaborate with academic leadership on the development of a comprehensive learning environment that fosters the intellectual, social, professional, and personal development of a diverse student population. Liaise between the Division of Student Affairs and all academic areas, the faculty, and various college committees; implement programs and policies to improve communication and functions between and among administrative and academic offices. Serve as a "mediator" regarding student problems regarding students in all five colleges; participating in key academic student evaluation committees.

- Work with the Vice President to provide leadership and oversight in implementing continuous improvement efforts, formulate Divisional strategic goals and objectives, and evaluate the Division's progress in support of the University's goals/targets. Leverage technology to insure uniform delivery of foundational information to all Students.
- Leverage technology to insure uniform delivery of foundational information to all students.
- Promote excellence, creativity, leadership, cooperation/teamwork and accountability throughout the Student Affairs Division.
- Develop performance metrics for all professional student affairs and enrollment management efforts.
- Oversee the development, administration, coordination and enforcement of student policies, programs and procedures related to admission, enrollment services, retention, accountability, financial aid, student behavior, student life and emergency protocols. Coordinate disciplinary and appeals proceedings on behalf of the Vice President for Academic & Student Affairs.
- Serve as overall budget manager for the Division of Student Affairs.
- Serve as Division of Student Affairs liaison to schools and colleges, including, along with other senior Student Affairs officers, participating in academic appeals; coordinating leaves of absence; liaising with the educational policy review; serving as a member of the admissions and academic standing/educational policy committees; and coordinating collection of information from the all five Schools & Colleges for inclusion in the student handbook and on the Student Life and Services web site.
- Provide leadership and supervision in advancing SUNY Downstate's strategic enrollment management goals, including presenting on behalf of the institution as requested by the Vice President for Academic & Student Affairs, promoting an institutional image which supports recruitment efforts as needed or required by the Vice President for Academic & Student Affairs.
- Serve as the Disability Accommodations Coordinator.
- Serve as a Designated School Officer (DSO) for the SEVIS program and provide services to students as required as an International Student Advisor.
- Work with the Title IX coordinate to refer and support investigations under their jurisdiction.

- Assist with coordination of activities and services to support the Commencement ceremonies, and provide leadership for the transition of students to Downstate through orientation and other related activities.
- Represent the Division of Student Affairs on University-wide committee's such as: Student Health Advisory Committee, Personal Safety Committee, Commencement Committee, and other committees, as needed or requested by the Vice President.
- Responsible for the administrative aspects of the student health insurance program, roster reconciliation, distribution of information, review and updating of the website, and liaising with the health insurance agent.
- Oversee the writing of student letters as needed (jury duty, letters of recommendation, good standing, etc.), along with other senior Student Affairs Officers.
- Coordinate the long range and day-to-day planning and direction of all areas of Student Affairs, including the development and implementation of policy; recruitment, evaluation and appointment of staff; administration of all areas of student affairs. Support the hiring and evaluation of support staff and student assistants (e.g. work study, graduate interns, etc.)
- Direct the identification and resolution of barriers to student retention, making policy and procedural recommendations regarding student retention, and implementing programs to improve retention.
- Initiate and assist with institutional and student research studies, including coordinating efforts to evaluate the effectiveness and satisfaction with the services offered by the Division of Student Affairs.
- Contribute to the overall success of the Division of Student Affairs by performing other essential duties and responsibilities as assigned by the Vice President for Academic & Student Affairs.

Minimum Qualifications:

A Master's degree in a student services discipline, education or related area and a minimum of six years of recent full-time progressively responsible leadership experience in student affairs and/or academic affairs in a college or university is required. The candidate should also demonstrate excellent verbal and written communication skills; excellent interpersonal skills and the ability to work effectively with students, faculty and staff, one to one or in groups; demonstrated self-starter and the ability to work independently; ability to handle multiple tasks and/or projects; demonstrated principles and practices of effective management and supervision; strong leadership and

motivational skills; excellent organizational skills; demonstrated creativity and initiative in developing and carrying out new projects; experience with student information systems; and computer proficiency in word processing and spreadsheets is required.

Preferred Qualifications:

Preferably, the candidate should possess an earned doctorate in higher education, student affairs, or an academic discipline and a minimum of eight years of recent full-time experience in student affairs and/or academic affairs in an academic health science center setting, including progressively responsible experience in student affairs administration or in academic advising/academic administration, working directly with graduate/professional school students; an understanding and commitment to student development and the provision of quality student services to students; experience in training of students in diversity and cultural competency; precise with attention to detail; strong work ethic and dedication to the job; methods and techniques for conducting statistical and financial analyses; and computer proficiency with statistical packages and databases is desirable. Knowledge of the Banner student information system a plus.