

**UNIVERSITY OF NORTHERN IOWA
POSITION DESCRIPTION**

Working Title Vice President for Student Life

Appointment Type Institutional Official

Reports To (Title) University President

FLSA Status Exempt: Executive

Division Student Life

Prep Date 08/21

=====

PRIMARY FUNCTION: Serves as the senior student affairs officer of the university; provides executive leadership, vision, strategic direction, and operational management for the Student Life division; cultivates a student-centered approach to the work of the division; promotes student success, learning, and well-being; builds a sense of engagement and campus community; guides divisional programs to foster a vibrant, diverse, inclusive, and stimulating campus life; formulates and implements administrative policies, particularly those affecting students; provides counsel to the President and University leadership on issues impacting students; and serves as a member of the President’s Executive Management Team and the President’s Cabinet.

The Vice President has executive responsibility for the Division of Student Life which currently include the following units: Career Services; Center for Multicultural Education; Counseling Center; Dean of Students; Diversity, Inclusion, and Social Justice; Gender and Sexuality Services; Maucker Union; Military and Veteran Student Services; Student Accessibility Services; Student Employment; Student Health Clinic; Student Life and Event Services; Student Wellness Services; and Recreation Services. The university plans to move the housing and dining portfolio into the Student Life division in 2023.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Exhibits a student-centered approach to the work of the division; optimizes each student’s educational journey through high quality, student-focus experiences that complement the academic mission of the university; leads and participates in initiatives that enhance the campus quality of life and contribute to the success of students; and articulates the value of student engagement and the value of out-of-classroom student life contributions to the overall educational experience.
2. Serves as a relationship builder forging collaborative partnerships with academic affairs, finance and operations, the campus community, and the local community; develops and sustains a strong relationship with the Provost and Executive Vice President for Academic Affairs to enhance student success and to provide transformational learning experiences; engages in recruitment, retention, persistence, and graduation efforts; and promotes student well-being.
3. Provides leadership for creating and implementing a vision for the division based on university values and in support of its mission and strategic plan; embraces diversity and excellence through inclusion; models and promotes an inclusive culture; practices cultural humility; demonstrates high ethical standards and integrity; and promotes accountability.
4. Actively participates in student life and University life by being highly visible and approachable on campus; serves as an engaging mentor and role model for students; advocates for students and the division within the larger university; and builds a sense of engagement and campus community.
5. Provides strategic leadership and oversight of Student Life staff, operations, and budgets; demonstrates a management approach that is resourceful, creative, and entrepreneurial; fosters team building and a healthy work environment; empowers, mentors, and motivates staff; and promotes professional staff development.
6. Creates a culture of assessment; uses data, research, and assessment to guide decision-making;

benchmarks programs and services against peer institutions and recognized best practices; and ensures continuous improvement of activities and services in the division.

- 7. Provides leadership and/or active involvement on key university committees, councils, and initiatives; actively engages in university partnerships and community outreach; collaborates with other Board of Regents, State of Iowa institutions; and maintains professional competency through active participation in professional associations.

=====

QUALIFICATIONS: Doctorate or terminal degree from an accredited institution; at least seven years of progressive, senior management experience in higher education and/or student affairs; demonstrated competence in budgeting, financial, human resources, and crisis management; a demonstrated commitment to diversity, equity, inclusion, belonging, and social justice; an ability to work and build positive relationships with students and others on campus and partnering with key constituencies; experience in strategic planning and assessment; strong communication and problem-solving skills; commitment to educational excellence; and an ability to provide inclusive and collaborative, transparent, and data-informed leadership is required..

Demonstrated knowledge and understanding of contemporary higher education and current trends and best practices, and sensitivity and skill to work with diverse student and employee populations preferred.

=====

The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the university's right to assign, direct and control duty assignments.

Prepared By:
Melissa Engdahl

Incumbent:

Approved By:
Mark Nook