



POSITION DESCRIPTION

POSITION TITLE:	Vice President of Student Affairs
REPORTS TO:	President
DEPARTMENT:	Student Affairs
CLASSIFICATION:	Administrative
FLSA STATUS:	Exempt

St. Thomas University (STU) is currently seeking a full-time, exempt, Cabinet level position to serve as Vice President of Student Affairs. St. Thomas University offers competitive salary and benefits, including tuition remission for the employee and dependents, along with generous health, and 403b matching. In the past five years, STU has set records for enrollment, fundraising, and new construction. St. Thomas University is the only Catholic Archdiocesan-sponsored university in Florida, and one of the only eight Archdiocesan universities nationwide. Our culture of excellence is helping to propel STU to become the great Catholic University of the South. We are looking for hard-working servant-leaders ready to make a difference in the lives of our students. Is that you? Join us! Apply now!

To apply, please send a one-page letter of interest and a resume to: hr@stu.edu

ABOUT THE UNIVERSITY:

St. Thomas University (STU) is a private, non-profit university, located in Miami Gardens, FL, just a short drive from downtown Miami, and the wide array of educational, career, recreational, cultural, and ethnic opportunities it offers. Our students and employees take advantage of our location to learn, relax by the beach, enjoy recreation and sporting events, and pursue employment opportunities. STU offers more than 100 undergraduate, graduate, and postgraduate degrees, programs, specializations, and certificates, including doctoral programs, and the Juris Doctorate, at its beautiful, residential, 144-acre campus in Miami Gardens, Florida, and through distance learning. Our on-campus residential population is over 900 students in Fall 2023, and we envision adding an additional 500 beds within the next few years. Our academic offerings include Business programs through the MBA, one of the oldest (and most highly ranked) undergraduate programs in Sports Administration in the country, a new Culinary, Tourism, and Hospitality Management program, and our Fashion Merchandising program, as well as our burgeoning Health Science and Nursing programs. STU offers degrees from the Bachelors, and Masters, to the EdD and through the PhD and JD. STU has been ranked #1 by U.S. News & World Report in Social Mobility for regional universities in the South, recognizing our ability to propel students from the lowest financial strata to much higher financial strata in only ten years.

POSITION SUMMARY:

The Vice President of Student Affairs is a key leadership position reporting to the Office of the President. The position assists with overall planning, management, and evaluation of the University's initiatives and services, and provides leadership in the design and implementation of University-wide programs and services for all students (undergraduate, graduate, and law).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Provide leadership for ensuring that the university provides a comprehensive array of student services and student development programs focused on student success and retention consistent with the mission of the University, the teachings of the Catholic Church, and the Archdiocese of Miami.
- Assumes a key role in achieving educational, programmatic, engagement, and leadership development goals; provides strategic direction in student affairs issues and promotes program development and assessment for undergraduate, graduate, and law school students.
- Develops and implements programs and services to assist students in retention and persistence towards graduation; works closely with the Office of the Provost and College Deans on on-going student-faculty educational, social, cultural programs, and makes recommendations to the Office of the President on critical retention and programmatic decisions.
- Provides leadership and direction to programs and services that support a campus environment consistent with the mission of the University. This position gives special attention to learning outside the classroom, the intellectual, social, spiritual, and personal development of students, and the quality of services for students.
- Serves on multiple university committees and collaborates with constituents in developing and maintaining a dynamic learning environment within the residence halls and on campus.
- Maintains a close working relationship with students, parents, faculty, and administrators.
- Represents the University in the community and establishes positive relationships with surrounding schools, colleges, and universities.
- Responsible for planning, administration, supervision, assessment and evaluation of Student Affairs, which involves advising and coordination of activities including awards ceremonies, orientation, and commencement.
- Works extensively with the Department of Public Safety, instructional and other staff to make early interventions and take measures, which ensure the safety and security of university personnel, students, and property.
- Ensures timely recording, processing and completion of all issues and student conduct cases. Responsible for the overall management of the community standards and

student judicial process. Works closely with the Associate Vice President for Compliance to ensure compliance of all University policies, including the Student Handbook and Title IX.

- Fosters a climate that is welcoming and supportive of STU's diverse student body. Strategically leads efforts to reaffirm and foster a university community and campus climate that values and actively supports inclusiveness and diversity; develops partnerships in order to advance a campus culture of inclusion that supports the achievement and well-being of all students.
- Maintains continuous evaluation of the economic feasibility of student services to ensure that only those programs with appropriate priority in terms of need and demand are continued. Participates in and supervises the preparation and recommendation of detailed budgets, with cost estimates, for functions supervised.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees.
- Performs all other duties necessary to accomplish the educational objectives of the university and/or as assigned by the President.

SUPERVISION RECEIVED:

The incumbent works from University policies and general objectives, referring to supervisor only for clarification and interpretation of broad University policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

- Business and financial operations
- Project management and interpersonal communications
- Multitasking and time management
- Oral and written communications
- Independent judgement with high degree of discretion, confidentiality, and integrity
- Attention to detail and accuracy in reporting and presenting
- Creative and innovative thinking
- Solve problems and function independently
- Professional composure

SUPERVISION EXERCISED:

- Delegation and supervision for exempt and non-exempt employees
- Graduate Assistants
- Resident Advisors
- Student Employees

POSITION QUALIFICATIONS/SPECIFICATIONS:

- Master's degree in Higher Education Administration, Student Personnel, or related field
- Five or more years of progressively responsible administrative experience in higher education administration at an associate dean, dean, or vice president level.
- Administrative, budgetary, and supervisory experience required.

- Strong management, interpersonal, analytical, and organizational skills.
- High level of commitment to professionalism.
- Strong understanding of, and tangible commitment to, multiculturalism and diversity; ability to work effectively with an ethnic and culturally diverse student population.
- Demonstrated ability to supervise others, to mentor college students, to work with a diverse population of students, parents, faculty and staff, and to foster a collaborative work environment.
- Successful experience in implementing services and strategies to support student success and persistence towards graduation and utilizing research and information technologies.
- Good judgment and the ability to promote high ethical standards among students while maintaining initiative, teamwork, and innovation.
- Policy-level vision and ability to coordinate daily operations to ensure uniform compliance with state statues, audit requirements, etc.
- Knowledge of budget preparation, monitoring, and administration.
- Must be available to work evenings and occasional weekends and must be available to respond to the needs and emergency situations that may arise.

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