

VICE PRESIDENT FOR STUDENT AFFAIRS LAMAR UNIVERSITY

LAMAR UNIVERSITY in Beaumont, Texas, seeks a proven student affairs administrator to become the next Vice President for Student Affairs.

GENERAL DESCRIPTION

This is an executive position responsible for the planning, administration, and nurturing of student services and activities compatible with the values and mission of the university. Areas of responsibilities for the Vice President include Recreational Sports, Residence Life, the Setzer Student Center, University Health Center, Dining/Vending Services, Book Store, Divisional Operations, Orientation Programs, Student Judicial/Rights and Responsibilities, Student Affairs Programs, Student Activities, and Student Organizations/Greek Life. The Vice President is the Chief Student Affairs Officer and works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. This is a security-sensitive position. The Vice President reports to the University President and serves on the Executive Council.

ESSENTIAL JOB FUNCTIONS

1. Develops and recommends policy and procedures to the President.
2. Ensures compliance with Texas State University System *Rules and Regulations*, as well as Lamar University and divisional policies and procedures.
3. Implements long-range strategic planning and assessment for divisional units.
4. Evaluates processes and personnel relevant to the efficient and effective execution of divisional responsibilities.
5. Assesses the effectiveness of divisional programs and services, makes modifications when necessary and/or implements new programs and services when needed.
6. Evaluates the adequacy of and successfully manages annual budgets.
7. Represents the division within the University community on various councils and committees.
8. Represents the University to a variety of civic, professional, and governmental agencies.
9. Develops, supervises, and initiates projects, programs, and/or assignments in collaboration with the other Executives and submits them for approval to the President.
10. Performs other related duties as assigned.

GENERAL QUALIFICATIONS

A. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate must possess the following knowledge, skills, and abilities or, using some other form of skills and abilities, be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

1. Proven and substantive record of successful management and staff leadership experience, preferably in higher education student affairs or services.
2. Strong organizational, interpersonal, writing and speaking skills and the ability to communicate effectively within a university environment.
3. Comprehensive and current knowledge of “best practices” in student affairs.

B. EDUCATION

The successful candidate must have an earned doctoral (or other terminal) degree from an accredited institution in a related field. An academic emphasis in student administration, higher education, counseling, or closely related field is preferred.

C. EXPERIENCE AND TRAINING

Eight or more years of progressively responsible and relevant experience is required for the successful candidate. Management and staff leadership experience, with documented results, is also required. Experience working with university students is required and experience at a senior Doctoral Research University or equivalent is preferred.

ABOUT LAMAR UNIVERSITY

The University is located in Beaumont, Texas, a city of approximately 120,000 located about 30 miles from the Gulf of Mexico, 90 miles from Houston, and 40 miles from the Louisiana border. Beaumont is the center of one of the largest refining and petrochemical complexes in the nation; in a region arguably the energy hub of the country. It serves the entire area as the focus for government, education, business, health care, entertainment, and culture, and is also the gateway to the Big Thicket National Preserve, a national eco-tourism treasure. With a deepwater port, enviable rail infrastructure, abundant supplies of water, and a workforce capable of designing, building, and operating billion dollar investments, Beaumont has it all. Lamar University, a member of the Texas State University System, has experienced a tremendous re-birth over the past decade, with enrollment steadily increasing to more than 15,000. It has been recognized nationally for its general education core curriculum, leadership in online education, being one of the 100 most diverse campuses in the country, and selection as a member of the Honor Roll of *The Chronicle of Higher Education's* “Great Colleges to Work For.”

Additional information about the university and the college is available at <http://www.lamar.edu>.

To apply, go to <http://jobs.lamar.edu/postings/1320>