

VICE PRESIDENT FOR STUDENT DEVELOPMENT

POSITION SUMMARY:

The Vice-President for Student Development serves as the chief student life officer of the university and reports to the President of Southwestern Christian University. The VPSD is responsible for the promotion of a vibrant Christ-centered institutional culture that fosters an environment conducive to students' spiritual, intellectual, social and physical growth and development. The VPSD provides leadership and vision in administering a comprehensive range of programs and services, including: judicial affairs; spiritual life, formation and development; housing and residential life, student government and activities; career services; health and counseling services; and vibrant chapel and Residential Chaplains. He/She assists with crisis response and institutional initiatives; advocates on behalf of student; and fosters collaborative relationships among students, faculty, and staff. The VPSD serves at the discretion of the President.

UNIT/DIVISION: Student Development

EMPLOYEE CLASSIFICATION: Administrative-Executive

JOB CLASSIFICATION: Exempt

ACCOUNTABLE/REPORTS TO: The President

POSITIONS REPORTING TO THIS POSITION: Dean of Students, Director of Residential Life and Student Activities, Resident Assistants.

COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: President, University Vice-Presidents, Director of Admissions, and the Director of Collegiate Athletics.

MINIMUM REQUIREMENTS:

EDUCATION: Terminal degree (earned doctorate from a regionally accredited university) in the appropriate field or discipline such as Educational Leadership, Educational Administration, Higher Education, Student Affairs or Student Personnel Services preferred. Master's degree with relevant experience may be considered.

EXPERIENCE: Four (4) years post-doctorate college/university administrative-level experience in student-related services or six (6) years student-related experience with an appropriate master's degree.

PHYSICAL: Standard university and academic environment

SALARY: Negotiable

SKILLS, EXPECTATIONS, COMPETENCIES AND DISPOSITION:

1. Must be a committed Christian who cherishes Pentecostalism from a Wesleyan-Holiness perspective, and who is supportive of the educational mission of the University and its heritage.
2. Energetic, self-motivated, goal oriented and willingness to learn and improve in all aspects of the position.
3. Collaborative leadership style with ability to work across multiple functional areas to achieve university goals and objectives.
4. Customer-oriented attitude, excellent people, organizational and computer skills.
5. Familiarity with federal and state codes, laws and regulations relating to the functions of this position; knowledge of professional trends; and conversant in technological innovation.
6. Strong interpersonal and communications skills, and personal characteristics that include integrity, openness, energy, intellect, dignity, optimism, vision, and the ability to listen, persuade, and show appreciation of the efforts of others.
7. Strong commitment to providing exemplary student services and to maintaining standards of quality and integrity for all student support services programs.
8. Strong communication, problem solving, conflict-resolution, interpersonal and mediation skills.
9. Creative ability to lead development of new and effective student support services programs.
10. Cultural competence and ability to work effectively with an increasingly diverse multi-cultural university community.
11. Ability to listen and evaluate various university constituencies' contributions to university operations.

APPLICANTS SHOULD SUBMIT THE FOLLOWING MATERIALS (preferable electronically):

1. Online Application
2. Resume
3. Transcripts (unofficial acceptable)
4. Written statement of faith including the applicant's salvation experience and relationship with Christ

Priority will be given to complete applications. Materials should be forwarded to Rita Palmer (rita.palmer@swcu.edu)

Southwestern Christian University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

Southwestern Christian University is a Christian institution of higher education affiliated with the International Pentecostal Holiness Church. Southwestern Christian University complies with federal and state guidelines for non-discrimination in employment.

