VICE PRESIDENT FOR STUDENT AFFAIRS

Position Description

The Vice President for Student Affairs reports to the President of the college and has the following responsibilities:

1. Provide leadership and coordination for the development and implementation of college-wide policies, procedures, and systems within all areas of Student Affairs, including academic advisement, admissions, counseling, financial aid, enrollment management, registration, career planning and placement, student activities, intercollegiate athletics, child care, disabled student services, and placement testing.

2. Work with the Deans of Student Services to coordinate program review, outcomes assessment, strategic planning, and professional development in the Student Affairs area.

3. Provide direct supervision for the Executive Director of Admissions and Enrollment Management, College Registrar, College Director of Financial Aid, Director of Business Affairs for the SCC Association, Project Director of the Student Support Services Program, and the College Director of Theatre.

4. Represent the Student Affairs area on the President's Cabinet and such college-wide committees as the Strategic Planning Council, College Computing Council, Promotion Committee, etc.

5. Serve as compliance officer for governmental regulations impacting on students, including the Family Educational Rights and Privacy Law, Drug-Free Workplace Act, Campus Security Act, and the Immunization Law.

6. Participate in the negotiation and implementation of professional employee agreements.

7. Supervise the Suffolk Community College Association, Inc., including the coordination of fiscal and policy matters; serve on the campus Association Advisory Committees.

8. Chair the College Scholarship Committee and provide associated administrative services; represent the scholarship area to the SCC Foundation Board of Directors.

9. Chair the College Child Care Advisory Committee and serve as the President's representative on the related campus advisory committees.

10. Coordinate arrangements for commencement exercises at all campuses.

11. Act as chief executive officer of the college in the absence of the President when so directed.

12. Other related duties as assigned by the President.

September, 1998