

## Vice President for Student Affairs: Dr. George Williams

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**Supervisory Responsibility:** Academic Center for Excellence Director, Academic Advising Director, Counseling Services Director, Services to Students with Disabilities Director, Health Services Director, Student Advocacy and Support Director, Center for Career Development and Testing Director, Center for Service Learning and Volunteerism Director, Residence Life Director, Student Leadership and Development Director, and Executive Assistant to the Vice President for Student Affairs, Coordinator of Campus Recreation, Coordinator of the International Folk Cultural Center.

**Job Summary:** The Vice President for Student Affairs provides leadership and direction to programs and services that support a campus environment consistent with the mission of the University. The Vice President serves as the senior executive officer responsible for providing leadership and general management of the following units: Academic Center for Excellence, Advising, Student Advocacy and Support (Retention), Campus Recreation, Center for Career Development and Testing, Center for Service-Learning and Volunteerism, Counseling Services, International Folk Culture Center, Residential Life, Services to Students with Disabilities, Student Health Services, and Student Leadership and Development.

### **Essential Functions:**

1. Develops and maintains a properly coordinated delivery of essential student services by organizing the various units and sub-units in a logical, non-duplicative, and effective manner to best meet the work requirements of the division and the needs of the student body.
2. Assures the prompt and effective delivery of student services by monitoring workloads throughout the division and prioritizing staffing needs accordingly.
3. Supervise all direct reports in regard to daily operations, budgeting, annual reports, assessment plans, program development and strategic planning for respective units.
4. Promotes positive student relations by maintaining effective lines of communication with student leaders and serving as a strong advocate for the non-academic, extra-curricular, and co-curricular needs of students.
5. Actively fosters a campus climate that is welcoming and supportive of the student body.
6. Serve as a senior leader within the area of campus vibrancy and provides support to student retention projects and initiatives.
7. Provides emergency assistance to students, parents, faculty, and others in crisis situations.
8. Acts as a student advocate on issues, concerns, and problems related to student life.
9. Acts as the officer for judicial issues involving students; updating procedures, training, and publications.
10. Interprets University policy as related to students, student groups, parents, faculty-student relationships, and Student Affairs staff.
11. Serves on University and division committees as needed.
12. Hires, trains, set goals, and evaluates performance of direct reports as needed.
13. Encourages high morale and quality student service through a leadership style which causes employees to strive for the achievement of annually established goals and objectives.
14. Supports student life programming at the RGV and HOU locations as well as students enrolled in an on-line format.
15. Other duties as assigned by the President and/ or Provost and Vice President of Academic Affairs.

### **Additional Responsibilities:**

1. Plans and executes campus functions such as, commencements, student government, orientations, and other campus events.
2. Works closely with the Enrollment Management staff to assure services for students who are admitted to the University.
3. Formulate long-term and short-range objectives consistent with the mission of the university.
4. Develop the departmental budget and complete and annual report based on that budget.

5. Supports positive relations for the University by communicating and interacting with city, state, and other officials in matters related to Student Affairs.