Assistant to the Vice Chancellor - Student Affairs

**Definition of Class**
This is a professional position in which the incumbent serves on the Vice Chancellor’s leadership team. This position will plan and coordinate family programs and professional development initiatives for the Division of Student Affairs, provide oversight for budget and makes budgetary decisions, counsel and advise students and parents on a wide range issues including academic, mental and physical health, social adjustment, and policy concerns. This position reports directly to the Vice Chancellor for Student Affairs.

**Examples of Work Performed**
Responds to concerns from students and parents and offers a resolution to the issue. Directs them to the appropriate department on campus when necessary. Interprets campus policy.

Plans and coordinates family programs and events; creates and produces a communication plan for parents about upcoming events through e-newsletters and parents list-serv.

Oversees family programs and serves as liaison to the Family Leadership Council regarding parent fund-raising efforts.

Leads staff development and recognition initiatives; consults with staff to determine development needs and assesses staff development; appoints and leads staff development committee.

Plans and executes a variety of development workshops, speakers, and events.

Oversees management of the budget and serves as the lead for budget development, goal setting, and planning.

Answers budget questions or concerns presented by directors; exercises signatory authority for purchases within an assigned dollar amount.

Partners with division leadership and directors to create assessment plans and reviews plans and reports. Confers with Institutional Research for assessment training needs.

Coordinates annual graduate assistantship interview process. Collaborates with faculty concerning date, location, and events of annual graduate assistant interview weekend. Works with directors to maintain accurate graduate assistant job descriptions. Chairs the graduate assistantship interview planning committee.

Conducts research for special projects, develops proposals, and writes papers in response to institutional needs.

Develops presentations, speeches, and marketing materials.

Reviews current policies, and conducts research to determine if updates or changes need to be made; collaborates to determine new policies.

Performs related or similar duties as required or assigned.
**Essential Functions**
The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Responds to concerns from students and parents and offers a resolution/referral.
2. Plans and coordinates family programs and events.
3. Oversees management of the budget and serves as lead for budget development, goal setting, and planning.
4. Provides coordination of division-wide assessment and strategic planning initiatives.
5. Assesses division professional development needs and provides direction for division-wide, professional development and recognition initiatives.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements**: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion**: The incumbent may be required to lift up to approximately 50 pounds.

**Vision**: Requirements of this job include close vision.

**Speaking/Hearing**: Ability to give and receive information through speaking and listening.

**Motor Coordination**: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements**:

**Education**: Master’s Degree from an accredited four-year college or university in Higher Education, Counseling or related field.

**Experience**: Three (3) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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