

## JOB DESCRIPTION

**POSITION TITLE:** Vice President for Student Affairs & Associate Professor

**INCUMBENT EMPLOYEE:** Dr. Patrice Moulton

**EMPLOYEE CLASSIFICATION:** Administrative Faculty

**FUNCTION OF WORK:** Provide leadership for a comprehensive student affairs program

**SUPERVISION RECEIVED:** Direct from President

**SUPERVISION EXERCISED:** Over Department Heads and staff assigned to areas of responsibility

### DUTIES AND RESPONSIBILITIES

**% of time**

100%

**Description**

Responsible for providing leadership for a comprehensive student affairs program. Responsible for planning and implementation of programs, budget development and management, and staff supervision and evaluation. Responsible for policy development and implementation, maintenance of division records, and long range planning. Management and supervisory responsibility over the following areas: student activities, student union, Greeks, intramurals, student organizations, campus safety and security, enrollment services, new student programs and orientation, financial aid, scholarships, student employment, judicial services, counseling and career services, health services, testing and assessment, auxiliary services, residential life.

Participating in all official Northwestern State University functions labeled as such by the Vice President for Academic Affairs or President (e.g. commencement, parents' weekend, and any called meetings). Teach classes as assigned.

Maintaining required office hours at times that will make you accessible to your constituency and to all members of the university community. Engaging in scholarly activities, including research, scholarly publications, and presentations as appropriate to your academic discipline. Participating in departmental development, recruitment of students, and other professional endeavors germane to the mission of the department and university. Maintaining a collegial relationship with peers and colleagues throughout the university. Supporting the President, and members of the university community.

Revised August 19, 2005