



# Staff Vacancy

UNIVERSITY  
OF  
LOUISIANA  
Lafayette

VICE PRESIDENT FOR STUDENT AFFAIRS

EEO NO. AA 9-08

Reporting to the President and a member of the President's administrative council, the Vice President for Student Affairs establishes the goals and functions of the Dean of Students office and student programming in the following departments: Student Life and Conduct, Student Union, Housing, University Police, Career Services, Career Counseling and Student Publications. The Vice President is also responsible for student programming in these additional departments: Recreational Sports, Child Development Center, Counseling & Testing, Disability Services, Student Health Services, Greek Affairs, and International Affairs. As chief administrator for the Student Affairs area, the Vice President is responsible for directing the various non-academic offices and departments that relate to the well being of students enrolled at the University. The Vice President must be a strategic thinker and have demonstrated the ability to plan and manage toward established goals. It is the responsibility of the Vice President to establish a philosophy and strategies that support academic success and enhance the university experience for all students. The Vice President must oversee co-curricular and extra-curricular programs and services related to all aspects of campus life.

## QUALIFICATIONS

The ideal candidate must have a demonstrated record of leadership in student affairs management, including:

- An earned degree from an accredited 4-year institution; master's or doctorate preferred.
- At least 10 years of experience in student affairs management/administration in a college or university setting.
- Demonstrated effectiveness in planning, budgeting, administration of plans and budgets, personnel, facilities and fiscal management.
- Must possess collaborative management and supervisory skills and the ability to work with all campus areas. Must work effectively within a diverse, multi-cultural university environment.
- Needs strong communication and interpersonal/mediation/conflict resolution skills.
- A thorough understanding of government programs, agencies and laws that specifically address university and student issues.
- Demonstrated effectiveness in supporting programs that focus on retention and improved graduation rates.
- Must have a professional background that shows a clear commitment to excellence, innovation and the promotion of a service oriented, student-centered environment.

Salary is competitive and commensurate with qualifications, experience and proven ability. Applications will be accepted until the position is filled. For initial consideration, applications should be received by December 13, 2013 and should include a cover letter, a comprehensive resume, and the names of 5 references and/or letters of recommendation in a **single PDF format**.

Applications should be emailed to: Vice President for Student Affairs Selection Committee, c/o Aaron Martin at [vpsa.search@louisiana.edu](mailto:vpsa.search@louisiana.edu). Further information about the University is available on the University's web page at <http://www.louisiana.edu>.



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**THE POSITION:**

Executive Assistant to the Vice President for Student Affairs

The Executive Assistant to the Vice President for Student Affairs is the senior administrative assistant in the Office of the Vice President. The executive assistant will be required to perform duties independently and confidentially and must exercise a high level of judgment and initiative. The executive assistant will provide administrative support to the Vice President for Student Affairs in addition to the timely processing of work flow through the office from the various departments within the Student Affairs Division. The general responsibilities include communication between the 15 Student Affairs Departments acting as liaison between department heads and Vice President. The handling of phone calls, maintaining daily calendar for meetings with campus officials and student appointments, handling on and off campus incoming and outgoing correspondence, handling departmental purchases and required paperwork, scheduling and conducting all hearings of the Student Discipline Hearing Committee, serving as liaison between editors and staff of student publications. Organizing reserve parking for incoming visitors, managing community services program, maintaining staff and student committee appointments, assist the Vice President with planning and recording minutes of the Student Affairs Department Head Meetings.

**QUALIFICATIONS:**

The ideal candidate will possess:

- Experience providing executive level administrative support
- Excellent communication and interpersonal skills
- Ability to interact with both internal and external constituencies
- Associate or Bachelor's degree preferred; 10 years of executive level experience may be substituted.

**COMPENSATION:**

Salary is commensurate with qualifications, experience and proven ability.

**APPLICATION REQUIREMENTS:**

Application and nominations will be accepted until the position is filled. For initial consideration, applications should be received by June 10, 2014 and should include:

1. A letter that demonstrates the candidate's understanding of the position and how his/her background meets the position criteria.
2. A comprehensive resume.
3. Three to five references

Applications should be mailed to Vice President for Student Affairs  
Patricia F. Cottonham, University of Louisiana at Lafayette, P.O. Box 44572,  
Lafayette, LA 70504.

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