

Sul Ross State University Position Description

Official Title: Associate Vice President for University Services and Dean of Student Life

Job Code: 1108

Salary Group: 13

Summary

Function: Responsible for campus planning; developing, coordinating, and administering physical plant facilities. Responsible for developing, coordinating, and administering all areas of Student Life.

Scope: Responsible to provide leadership in all areas of Physical Plant operations in accordance with State law and Texas State University System policies and procedures. Responsible to provide leadership in all areas of Student Life operations.

Duties

Essential: Provide leadership in all areas of Physical Plan Operations. Provide leadership in all areas of Student Life, which include Student Health Center, Campus Activates, Recreational Sports Center, Career Services and Testing, and Counseling and Accessibility.

Non-Essential: Provide assistance with special projects in other University departments.

Supervision

Received: Reports directly to the President and is part of the executive leadership team of the University.

Given: Provides direct supervision to the Physical Plant Director, Administrative Secretary, Counseling Services, Student Health Center, Campus Activities, Recreational Sports Center, Career Services Center, and Counseling and Accessibility Center.

Education

Required: Bachelor's degree in Construction Management, or related field. Bachelor's degree in Student Personnel Administration or related field.

Preferred: Master's or advanced degree in Construction Management, or related field. Master's degree in Student Personnel Administration or related field.

Experience

Required: Minimum five years progressive experience in management and/or construction management or related experience. Minimum five years' experience in the administration of student service programs.

Preferred: Ten years' experience in all areas of administrative management. Ten years' experience student affairs.

Equipment/Skills

Required: General office skills; skills typically found in administrative office environments. Capable of developing budgets and schedules.

Preferred: Required knowledge of how construction equipment operates. Required knowledge of all areas of Student Affairs.

Working Conditions

Usual: Office conditions; exempt from overtime provisions. Position is Security Sensitive.
Special: Some Travel required.

Date revised: June 2017