Position Purpose: Reporting to the President, the Vice President for Student Affairs (Vice President) oversees the Student Affairs Division and serves as the Chief Student Affairs Officer for Sonoma State University. This cabinet-level position works collaboratively with other members of the senior leadership team to foster a climate focused on student success, service excellence, and data-informed decisions in alignment with the University’s mission, vision, and goals. The Vice President is responsible for leadership, integration, and management of the campus division that houses student life functions, as well as academic support and housing and residential services and health and counseling services. This includes responsibility for a broad range of academic and non-academic student service programs.

Major Duties: The Vice President for Student Affairs is charged with providing leadership and direction for the Student Affairs Division. Major duties of the position include, but are not limited to, the following:

- Serve as the President’s chief advisor on student affairs issues and engage all university constituencies in focusing on student success;
- Collaborate with campus leadership, including the Provost/Vice President for Academic Affairs and the Vice President for Strategic Initiatives and Diversity to ensure a culture that promotes recruitment, retention, and completion for diverse student populations through coordinated campus initiatives, resources, and effective admissions practices;
- Collaborate and consult with Academic Senate leadership and the Senate’s Student Affairs Committee (SAC) on services and programs that support student success;
- Lead student success and student engagement initiatives in partnership with academic partners supporting retention, persistence, and graduation outcomes, with particular focus on the CSU’s Graduation Initiative 2025 and the campus-level Graduation Initiative Group;
- Serve as the representative to the CSU Student Affairs Council (SAC) and represent the university at the systemwide level;
- Partner with the Vice President for Strategic Initiatives and Diversity on matters related to DEI programs, policies, practices;
- Operationalize diversity, equity and inclusion efforts across the Division of Student Affairs;
- Develop, implement, and coordinate integrated campus-based programs and services that meet the varying needs of a culturally diverse, traditional and non-traditional student population and encourage the success of all students, including students who are remote or online and need digital programs and services;
- Maintain a visible profile with campus constituencies; partner collaboratively to enhance communication on and off campus; and anticipate emerging issues;
- Lead efforts to effectively employ information systems and technology in support of student affairs and admissions and outreach programs;
- Identify and use institutional and external data and research to support effective recruitment, and retention initiatives;
- Provide leadership in the development of new initiatives within the division;
- Develop criteria and procedures for the evaluation of services and programs offered in the division;
● Work closely with the President’s Cabinet and the Vice President for Finance and Administration in the leveraging of financial aid, pricing, and related issues to optimize the use of federal, state, and institutional resources in the recruitment and retention of students;
● Work closely with the Provost/Vice President for Academic Affairs and the Registrar to ensure compliance with academic policies and procedures;
● Assure adequate and appropriate annual and long-range budget preparation for the Division, forecast budget needs, establish priorities, allocate funds, and monitor expenditures;
● Oversee development and submission of internal and external reports, data relevant to assigned areas, assessment and evaluation of programs, and initiate improvements in collaboration with internal and external offices and agencies as appropriate;
● Maintain an organizational structure and staffing to effectively accomplish the university’s goals and objectives; oversee recruitment, training, supervision, professional development, and evaluation of division staff;
● Create and maintain partnerships with a broad array of internal and external constituents;
● Represent the Student Affairs Division and the university at events on and off campus.

Secondary Duties: Assists the President in the performance of ad hoc assignments and projects and performs other secondary duties as assigned.

Work Environment: The majority of duties are performed in an office environment on the Sonoma State University campus, requiring the ability to speak and hear, sit and/or stand for extended periods of time, and the ability to use and routinely work on a computer. Additional duties will be performed in various other departments on campus, requiring work both indoors and outdoors. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. You must maintain regular and acceptable attendance at such levels as is determined by your Appropriate Administrator. The position will also require occasional travel, by automobile or airplane, and overnight stays away from campus.

Minimum Qualifications:
● A doctoral degree or other terminal degree in student personnel, higher education leadership, or any student-services related field from an accredited university;
● Progressively responsible experience in student affairs with at least five years in a managerial role at the level of director, dean, or higher;
● Demonstrated knowledge of current trends and implementation of effective practices in student affairs leadership;
● Demonstrated working knowledge of the areas within the division, including medical and counseling services, career services, academic advising academic support services, student life and student success services;
● Successful experience developing, implementing, and evaluating recruitment, enrollment, and retention strategies for students from diverse backgrounds;
● Demonstrated experience working collaboratively across divisions and particularly with Academic Affairs in support of academic support services, demonstrating effective use of data and achievement of results;
● Demonstrated experience as a collaborative, results-oriented leader who is skilled at building and maintaining effective and inclusive relationships, budget management, strategic planning, and human resource management;
● An understanding of state and federal programs, agencies and laws that specifically address higher education and student issues;
● Excellent interpersonal, communication, analytical, customer service, and leadership skills;
● Ability to effectively communicate with all levels within the university among diverse populations including staff, faculty, administration, students and other internal and external constituents;
● Ability to supervise the work of staff and recommend appropriate personnel actions;
● Ability to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed and dealing with stressful situations while maintaining composure;
● Proven commitment to collaboration, diversity, integrity, inclusion, accountability, and service orientation;
● Experience and a successful track record in a culturally diverse environment;
● Experience with and a successful track record of leadership in support of first-generation and non-traditional students;
● A strong understanding of academic issues, especially pertaining to academic integrity.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Employee is required to sign the position description and return a signed copy to Human Resources for placement in the official personnel file.

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Employee Signature         Date