

**THE UNIVERSITY OF MONTANA
POSITION DESCRIPTION**

DATE:	September, 2002	POSITION:	University Vice President and Vice President for Student Affairs
AGENCY:	The University of Montana	WRITTEN BY:	G. M. Dennison
AREA:	Student Affairs	GRADE:	Regents' Contract
COLLEGE:	N/A	POSITION #:	009850
DEPARTMENT:	Office of the Vice President for Student Affairs	REPORTS TO:	President
SECTION:	N/A	APPROVED:	_____

POSITION PURPOSE

Under the direction of the President, the Vice President for Student Affairs has responsibility for providing administrative leadership to student life and student services at The University of Montana-Missoula; and, as the University Vice President for Student Affairs, for providing leadership to the Council on Student Affairs composed of the chief student affairs officers from the affiliated campuses of The University of Montana.

DIMENSIONS

Division Personnel:	305 FTE
Direct Supervision:	10 Directors, 1 Dean of Students, 1 Assistant to the VP and 1 Administrative Assistant
Annual Budget:	\$31.2 million
Annual Payroll:	\$ 8.7 million

NATURE AND SCOPE

Location:

The following administrators report to the Vice President for Student Affairs: 1) Dean of Students, 2) Assistant to the Vice President, 3) Consultant & Interim Director for American Indian Student Services, 4) Executive Director of Enrollment Services (Admissions & Financial Aid), 5) Director of Campus Recreation, 6) Director of Career Services, 7) Director of Disability Services for Students, 8) Director of Foreign Student & Scholar Services, 9) Director of Residence Life, 10) Director of Student Health Services, 11) Director of University Center, 12) Director of University Dining Services; and one full-time Administrative Assistant providing support.

Functions:

For the multi-campus University, the Vice President serves as Chair of the Council of Chief Student Affairs Officers; coordinates planning and change strategies; develops collaborative student service programs; and, in cooperation with Academic Affairs, develops an enrollment plan for the four campuses of the University.

For the Missoula campus, the Vice President has responsibility for providing vision and leadership for student life, student services, and student learning outside the classroom; inspiring and motivating the Directors and staffs of the Offices within the Division of Student Affairs; developing teamwork among the Directors; implementing planning and change strategies; developing annual operating budgets and capital improvement budgets for the Division of Student Affairs; working collaboratively with faculty and staff within the Division of Academic Affairs on recruitment and retention of students; providing liaison to the Associated Students of The University of Montana; increasing the visibility, responsiveness, and sensitivity of Student Services to students; nurturing a campus environment supportive of students and academic excellence; making the campus more welcoming and improving services to non-traditional students and students from underrepresented populations; supporting the University's increased efforts toward internationalization; advocating the University's commitment to diversity; advising and providing support to the President on matters pertaining to students and student life; and assuring that all activities and policies within the Division of Student Affairs conform to applicable policies and regulations of the State of Montana, Montana University System Board of Regents, The University of Montana, and the federal government.

Subordinate Organization:

The Offices within the Division of Student Affairs provide services, facilities, and programs to serve students; foster student learning and personal development; create a healthy and diverse community; and enrich student life. These Offices include:

- American Indian Student Support Services
- Enrollment Services
 - Admissions & New Student Services
 - Financial Aid
- Campus Recreation
 - Student Recreation Center
 - Grizzly Pool
 - University Golf Course
- Career Services
 - Testing Center
- Disability Services for Students
- Foreign Student & Scholar Services
- Residence Life
 - Residence Halls
 - University Villages
- Student Health Service
 - Medical
 - Counseling & Psychological Services
 - Dental
 - Health Enhancement
- University Center

Center for Leadership Development
Greek Life
University Dining Services

Latitude:

Under the direction of the President, the Vice President provides leadership to the Offices within Student Affairs and to the campus on matters involving student life and student services.

Performance Measures:

Performance measures for the Vice President and the Division of Student Affairs include: 1) Timely and appropriate services to students; 2) meeting enrollment goals; 3) improving the quality of student life in terms of enjoyment, health, safety, and a learning environment; 4) demonstrating concern for student needs; and 5) enhancing the diversity of the campus community.

Contacts:

The Vice President has frequent contact with the President, other Executive Officers, Directors of Student Affairs Offices, and student leaders. The Vice President has weekly contact with students, staff within the Office of the Commissioner of Higher Education, and senior administrative officers on other campuses of the University and the Montana University System. The Vice President also has contact with City, County, and State officials; prospective students; parents; community citizens; and University alumni.

Knowledge and Skills:

Requirements include an earned doctoral degree from a regionally accredited institution of higher education; a minimum of five years of full-time professional experience, including administrative assignments; knowledge of current practices and trends in higher education, enrollment management, and student affairs; excellent communication skills (both oral and written); ability to work with colleagues and build consensus among diverse constituencies; demonstrated evidence of leadership and experience with budget planning and fiscal management; a demonstrated commitment to diversity; and strong organizational and interpersonal skills. Preferred qualifications include teaching experience.

Principal Accountabilities:

The Vice President reports to the President of the University.

The University of Montana
Missoula, Montana

Dean of Students Position Description

Division of Student Affairs Mission Statement

Our mission is to facilitate student learning by providing high quality programs, services, and developmental opportunities, while fostering an inclusive campus community in support of the educational mission of The University of Montana.

Nature and Scope

The Dean of Students reports to the Vice President for Student Affairs. The Dean, in concert with the Vice President for Student Affairs and the Assistant to the Vice President for Student Affairs, conducts annual performance reviews of two central office administrative associates. In addition, the Dean directs the activities of, and evaluates, undergraduate student interns who opt to work in the Office of the Vice President for Student Affairs as part of the Students Affairs Immersion Learning (SAIL) program.

Functions

The Dean represents the Office of the Vice President for Student Affairs on the University's Drug and Alcohol Committee, Diversity Advisory Council, Admissions Review Committee, and the University Council on Sexual Assault. In addition, the Dean chairs the Critical Incident Response Team. The Dean serves on other University committees as appointed. The Dean is a liaison and unofficial advisor to the Associated Students of The University of Montana (ASUM – student government); provides outreach to diverse student groups, including the Kyi-Yo Native American Student Association and Lambda Alliance; administers the Student Conduct Code for all parts of the campus, with the exception of University student housing facilities; trains members of the University Court (hears student disciplinary appeals); represents the University in University Court hearings; and mentors students in leadership roles. The Dean regularly presents and provides assistance to staff and faculty regarding disruptive students; publishes the University's Biennial Drug and Alcohol Review; chairs Diversity Advisory Council subcommittees that select the annual Nancy Borgmann Diversity Award recipient and Diversity Advisory Council Student Achievement Award recipients; and completes special projects assigned by the Vice President for Students Affairs.

Contacts

The Dean has frequent contacts with the Vice President for Student Affairs, Student Affairs directors, the Assistant to the Vice President for Student Affairs, attorneys representing students who have allegedly violated the Student Conduct Code, University Legal Counsel, faculty, staff, student leaders, and parents.

Knowledge and Skills

Requirements include an earned doctoral degree from a regionally accredited institution of higher education; a minimum of five years of full-time professional experience, including administrative assignments; knowledge of current practices and trends in higher education and student affairs; excellent oral and written communication skills; ability to work with colleagues; and strong organizational and interpersonal skills.