

# TOMPKINS CORTLAND COMMUNITY COLLEGE

## POSITION TITLE

VP of Student Affairs &  
Senior Diversity Officer

## GRADE

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## ORGANIZATIONAL UNIT

Executive

## REPORTS TO

President

## APPROVED BY

Board of Trustees  
November 16, 2017

## SUMMARY

The Vice President of Student Affairs and Senior Diversity Officer is responsible for administering a comprehensive student affairs program, which will inspire, support, and facilitate students' academic and social growth. As a member of the college's executive leadership team, the VPSA/SDO collaborates with other senior leaders on issues affecting the College. This position participates fully in these discussions and provides information and analysis concerning the implications and consequences of decisions. Also, the VPSA/SDO works strategically with community stakeholders to lead organizational progress for campus diversity, equity, and inclusion initiatives. The VPSA/SDO is responsible for facilitating the development and implementation of strategic diversity, equity, and inclusion plans to achieve the College's inclusion and success goals.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides vision, strategic leadership, and administrative oversight for all operational areas within the Division of Student Affairs to offer student-centered programs and services.
2. Serves as President of the Faculty Student Association; oversees policy development and compliance and supports budget development.
3. Responsible for supervising personnel, activities, program assessment, and evaluation for the division of Student Affairs, including student success, retention, and associated engagement programs.
4. Formulates policy recommendations for Student Affairs concerning student success, strategic and operational planning, utilization of college facilities, cooperative ventures, communication, allocation of resources, personnel considerations, etc.
5. Oversees the coordination of the College's strategic diversity, equity, and inclusion plan, including developing and implementing programs designed to create a sense of belonging for students, faculty, and staff.
6. Works collaboratively with campus stakeholders to develop academic and co-curricular initiatives to advance institutional goals, academic support, retention initiatives, and best practices in delivering student success initiatives.
7. Ensures the effective implementation of equity-minded student retention and completion efforts.

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8. Oversees a complex budget requiring coordinating categorical, general funds, and foundation resources. Monitor and approve expenditures within Student Affairs Departments. Assist in the development of student services programs and grant proposals.
9. Interprets issues related to student conduct, including enforcing the Student Code of Conduct.
10. Serves as a discrimination and harassment investigator and Title IX Coordinator for the College.
11. Oversees initiatives to seek external funding related to Student Affairs
12. Administers the selection, orientation, and evaluation of Student Affairs for staff appointment, promotion, and retention.
13. Participates in the negotiating process by assisting in formulating a strategy, proposals and advocating management's position.
14. Serves as a College representative to the SUNY system network of senior leaders and other local, state, and national organizations.
15. Maintains currency knowledge of local, state, and federal laws, regulations, and trends in the field of higher education related to harassment and other discriminatory practices.
16. Assures the effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating, evaluating, and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state, and local Equal Employment/Affirmative Action Laws, other applicable laws, regulations, and collective bargaining agreements.
17. Ensuring the efficient use of material resources by assessing department needs, developing budget recommendations, and managing the department(s) within the budgetary constraints imposed by the College.
18. Represents the President internally and externally when so delegated.
19. Collaborates with the Student Government Association in conjunction with the Student Government Advisors.
20. Responsible for campus safety and security in conjunction with Campus Police leadership.

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**SUPERVISION**

Types Supervised (check each category):

Indicate the number of direct reports in each category:

  X   Classified Staff

  3   FTE # of Classified Staff

  X   Administrative

  5   FTE # of Administrative

  X   Faculty

   3   # of FSA

  X   Adjunct faculty/students, etc.

   FTE   of Faculty

       # of Adj. faculty/students, etc.

**MINIMUM QUALIFICATIONS:** Candidate will have a Master's degree with a minimum of 7 years of demonstrated leadership in a variety of student affairs areas such as admission/enrollment development, financial aid, student life, counseling/advising, athletics, and academic support services, including personnel, planning, community partnerships, budget development, and grant management.

**DESIRED QUALIFICATIONS:** Candidate will have a terminal degree or 10+ years of increasingly responsible experience in student affairs with experience investigating civil rights complaints (Title VI, VII, IX), assessment and evaluation, and managerial experience in a community college setting.