

JOB INFORMATION

Effective Date	8/10/2022
Job Code:	0433
Job Title:	Asst. VP, Student Engagement
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Student Affairs
Job Family:	Student Programs
Job Summary	The Assistant Vice President, Student Engagement provides senior and executive level leadership within the Division of Students Affairs for student services and engagement, promoting and ensuring a sense of connection to the campus community and implementing holistic student success initiatives through oversight of the Offices of Student Diversity, Equity and Inclusion, Student Involvement and Leadership, Career Services, Veteran Services, and Orientation and New Student Programs. Will serve as the Divisional liaison to external partners, constituents and community leaders; working directly with University Advancement and Strategic Partnerships to build and foster relationships.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Doctoral Degree	Degree in higher education/educational administration/higher education leadership, counseling/student services, a teaching discipline aligned with student affairs or higher education administration.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Minimum eight years of demonstrated progressive leadership experience in student affairs, student engagement and/or co-curricular learning with at least five years of supervisory experience.	Required	
Progressive	Experience managing and supervising multiple departments/units within Student Affairs.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Must have strong budgetary, interpersonal skills, including written and verbal communication skills. Must have excellent public relation skills and ability to collaborate with many diverse constituencies. Must be able to build relationships across campus with faculty, staff and students. 	Skilled
<ul style="list-style-type: none"> Established ability to work with and advocate for traditionally undeserved students and to support faculty and staff meeting the needs of these students and commitment to diversity, equity, inclusion and ability to work in a diverse higher education environment. 	Skilled
<ul style="list-style-type: none"> Able to create and maintain a variety of records, reports and files. Must have the ability to manage multiple tasks and projects simultaneously, ability to take initiative for projects and development of services within office, and coordination of initiatives among five distinct departments. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Work directly with UHCL students, staff, Deans, faculty, administrators and external campus partners to provide leadership, guidance, oversight and implementation of the University's student engagement initiatives and co-curricular learning. 	25%
<ul style="list-style-type: none"> Provides administrative and budgetary oversight and overall supervision and professional development of staff, management of personnel related issues, for the following departments: Student Diversity, Equity and Inclusion, Student Involvement and Leadership, Career Services, Veteran Services, and Orientation and New Student Programs. 	20%
<ul style="list-style-type: none"> Responsible for utilizing campus and divisional for assessment, both qualitative and quantitative, to actively and consistently assess and evaluate the effectiveness of programs, activities and engagement efforts within the Division and across and through the campus. 	15%
<ul style="list-style-type: none"> Serve as the Divisional liaison to external partners, constituents and community leaders; working directly with University Advancement and Strategic Partnerships to build and foster relationships. 	15%
<ul style="list-style-type: none"> Serve on University and divisional level committees, working directly with UHCL College Deans and faculty, to develop positive working relationships throughout the University in developing co-curricular initiatives that will enhance student engagement and learning. 	10%
<ul style="list-style-type: none"> Represent the Office of the Vice President for Student Affairs, and the Division of Student Affairs, during evenings and weekends and special events. 	10%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description