



## St. Louis Community College | Student Affairs GA to Vice Chancellor

<b>Title of Position:</b>	Student Affairs Graduate Assistant
<b>Contact:</b>	Franklyn Taylor Vice President of Student Affairs ftaylor65@stlcc.edu
<b>Number of Positions available:</b>	1
<b>Contract Length:</b>	10 Months (August 2019-May 2020)
<b>Average Number of Hours per Week:</b>	20
<b>Salary:</b>	\$750 per month

### Position Description:

The Vice Chancellor for Student Affairs/Chief Student Affairs Administrator for STLCC supervises four Deans of Student Development and Enrollment Management, Director of Financial Aid /Scholarships and Veteran Affairs, Director of Student Conduct and Title IX, Director of Enrollment Management, Athletic Director, and the Manager of Student Success, including 300 professional and administrative staff. The VCSA reports directly to the Chancellor and a member of the Chancellor's executive leadership team. The VCSA provides visionary and strategic leadership to a complex district division that encompass multiple campuses and teaching sites throughout the district. The VCSA also provides district administrative and managerial oversight in the following areas, African American Male Initiative, Advising, Counseling, Assessment, Athletics, Behavior Intervention Team, Campus Life, Career Development, Cleary, Student Conduct and Adjudication, Title IX, TRIO programs and Veteran Services.

- Assist with planning and execution of District-wide programs and initiatives including, researching topics and issues that are relevant to the district.
- Working on policy analysis and implementation
- Coordinate special projects as assigned by the Vice Chancellor and Directors of Enrollment Management, Financial Aid and Veterans Services, Conduct/Title IX and the Manager of Student Success.
- Assist with overall planning and implementation of a division-wide assessment program including self-assessment of programs, assessment of student learning outcomes, satisfaction survey, climate survey and organizational development survey.
- Support district-wide strategic planning initiatives
- Assist with planning and coordination in consultation with the Vice Chancellor of Student Affairs and SALT team members for professional development events
- Perform research on emerging issues within student affairs
- Other tasks as required

### Required Qualifications:

- Flexibility and a strong sense of initiative
- Discretion, tact, and trustworthiness
- Strong organizational skills
- Excellent writing skills and attention to detail
- Understanding of diverse student populations
- Strong interpersonal skills and willingness to be a part of a team
- Creativity
- Scholarly Practitioner

