

WISCONSIN LUTHERAN COLLEGE

Position Description

Position Title:	Vice President of Student Life
Department:	Student Life
Reports to:	Provost
FLSA Status:	Exempt
FTE:	1.0 FTE
Call status:	Minister of the Gospel
Revised:	November 2021

Position Summary:

The VP of Student Life, a member of the President's Cabinet, is the chief student affairs officer of the college and advises the President and Provost on all matters pertaining to non-academic student life matters. The position is responsible for providing leadership to and general management of the following departments: Campus Ministry, Cultural Diversity, Health Services, Residence Life, Student Life, Student Programming & Orientation, Student Support Services, and Student Title IX and Conduct System matters. The VP of Student Life, in collaboration with other campus leaders, oversees, guides, and maintains a Christ-centered campus culture complementing the academic classroom and overall health of the traditional undergraduate students in support of and to sustain the mission and ministry of Wisconsin Lutheran College..

Primary Responsibilities:

1. Collaboratively partners with Provost and College Deans to foster a 24/7 learning environment
2. Provides leadership to and manages Campus Ministry, Cultural Diversity, Health Services, Residence Life, Student Life, Student Programming & Orientation, Student Support Services, and Student Title IX and Conduct System matters.
3. Supervises student employees providing support for the Student Life Office
4. Provides financial leadership within the student life division by reviewing proposed budgets and adjusting budget proposals; accountable for student life division working within established budget
5. Collaborates with Title IX Coordinator to ensure compliance for students and athletics; collaboratively partners with human resources regarding the Title IX program and compliance for faculty, staff, contractors and volunteers
6. Accountable for WLC's culture and environment so that it is aligned with and promotes WLC's mission, vision, values, Statement of Understanding, and Student Life vision.
7. Communicates interest in and availability to students through frequent contacts, maintaining office hours, and attendance at student functions

REQUIREMENTS

Education and Experience:

- Bachelor's degree from accredited institution is required with ability to engage students with the life changing impact of WLC's Christian learning community and environment
- Higher educational attainment is preferred
- Demonstrated experience serving in or leading complex educational organizations is required

Knowledge, Skills, and Abilities:

- ❖ The understanding and active practice of servant leadership is essential.
- ❖ Demonstrated ability to assess, confront, and resolve issues centered on campus culture matters including student discipline and other student life scenarios.
- ❖ Candidates must have excellent communication and interpersonal skills to lead effectively within the scope of responsibilities listed.
- ❖ Proven ability to communicate effectively with faculty, staff, students, and external partners.
- ❖ Sound judgment and full of integrity; professional in all situations.
- ❖ Demonstrated ability to use a personal computer and various software packages such as Microsoft Office and other related database software, with knowledge of Jenzabar database and reporting a plus.
- ❖ Collaborative; focused / has ability to stay on task and be self-directed for the day-to-day tasks in support of team and constituents.
- ❖ Strong ability to establish priorities, work independently, problem solve, and accomplish objectives, yet exercises judgement as to when to escalate to supervisor/, director, team, etc. as needed.
- ❖ Strong organization skills
- ❖ Exceptional service orientation, positive attitude, and joy through interpersonal relationship building and customer service
- ❖ Results-/Goal-driven with healthy competitiveness, solutions orientated, and possesses a work ethic to deliver exceptional results
- ❖ Ability and capacity to work assigned weekends and evenings as needed
- ❖ Must have ability to travel and must hold a valid driver license and maintain insurability to drive on behalf of the College
- ❖ Must be able to perform duties in a manner consistent with the college's Code of Christian Conduct and the mission, ministry, and affiliation with the Wisconsin Evangelical Lutheran Synod (WELS)
- ❖ Must be a member in good standing with the WELS/ELS