

Position Title: Vice President for Student Affairs

Department: Student Affairs

Reports to: President

Category: Exempt

Appointment: 12 Months, Full-time, Salary

The Student Affairs Division is comprised of the following areas: Residence Life, Community Life, Counseling and Career, Health Services, Food Services, Title IX, Spiritual Formation and Retention.

The VPSA serves as the chief student affairs officer of the college. He/She is responsible for the overall development, management, and expansion of programs and services that promote the spiritual growth and personal character development of the student body. The VPSA directly supervises the Director of Residence and Community Life, Campus Nurse, Director of Counseling and Career Services, and the Student Affairs Office Manager.

Responsibilities:

- Serve as a member of the President's Cabinet
- Partner with energetic student groups, clubs, and organizations in fostering a vibrant campus community
- Promote positive student relations by communicating with student leaders and advocating for the extra-curricular and co-curricular needs of students
- Assist with campus-wide crisis/emergency response and provide support to students and families in emergency situations
- Develop, prepare and manage the divisional budget; oversee monthly budget reports; review and approve purchase orders and check requests; prepare and submit annual divisional budget
- Assist the Director of Residence and Community Life with student discipline
- Oversee and direct revisions to the TFC Student Handbook
- Maintain a visible profile on campus and at student events
- Insure that general student needs and interests are being met through department services

Qualifications:

- Master's degree required; Doctorate preferred
- Minimum of five years college/university experience preferred; specific experience in the field of Student Development preferred
- Strong administrative abilities and proficiency in managing multiple tasks and strong organizational skills
- Excellent interpersonal communication skills to represent Student Development and the college with enthusiasm and effectiveness
- Candidates must be able to work a flexible schedule based on the campus calendar and student lifestyles

- Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College

Application Process: A cover letter and resume, along with a completed TFC staff application should be sent to:

Mary Kaye Ritchey, Director of Human Resources,
Toccoa Falls College, 107 Kincaid Dr. MSC750,
Toccoa Falls, GA 30598

or via email to mritchey@tfc.edu. Review will begin immediately and the position will remain open until filled. The TFC staff application can be found at <http://www.tfc.edu/employment/>. All application materials must be submitted in order for a candidate to be considered.

Founded in 1907, Toccoa Falls College (TFC) is a four-year Christian college affiliated with the Christian and Missionary Alliance and is a full member in both the Association of Biblical Higher Education (ABHE) and the Council for Christian Colleges & Universities (CCCU). Fully accredited by the Southern Association of Colleges and Schools (SACS), TFC offers 29 majors and 42 minors, with four majors currently being offered through the online program. TFC's beautiful 1,100-acre campus is located in the foothills of the Great Smoky Mountains, 95 miles north of Atlanta, Georgia and 65 miles south of Greenville, South Carolina.