



Position Title: Vice President for Student Affairs (VPSA)

Reports to: President

Appointment: 12 Months, Full-time, Exempt Salaried

POSITION SUMMARY:

The Student Affairs Division is comprised of the following areas: Athletics, Career Services, Housing and Residence Life, Retention, Spiritual Formation, Student Conduct, Student Engagement, Title IX, and the Wellness Center. The VPSA serves as a member of the President's Cabinet as the chief student affairs officer of the college. He/She is responsible for the overall development, management, and expansion of co-curricular programs and services that develop students holistically and promote a dynamic, Christ-centered community. Expected start date July 1, 2023.

TASKS:

The VPSA directly supervises the Athletic Director, the Director of Counseling Services, the Director of Housing and Residence Life, the Director of Spiritual Formation and the Director of Student Engagement. The VPSA will also 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; serve as the Appeals Officer for all student conduct cases; serve as the Title IX Coordinator; oversee returning student move-in; oversee retention efforts; provide reports to Cabinet on retention; oversee and direct revisions to the TFC Student Handbook.

SKILLS AND ATTRIBUTES:

- Partnering with energetic student groups, clubs, and organizations in fostering a vibrant campus community
- Promoting positive student relations by communicating with student leaders and advocating for the co-curricular needs of students
- Assisting with campus-wide crisis/emergency response and provide support to students and families in emergency situations
- Assisting the Director of Housing and Residence Life with student conduct
- Maintain a visible profile on campus and at student events
- Insuring that general student needs and interests are being met through department services
- Effective response to student complaints.
- Serving on various committees
- Strong administrative abilities and proficiency in managing multiple tasks and strong organizational skills
- Excellent interpersonal communication skills to represent Student Affairs and the college with enthusiasm and effectiveness
- Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College

EXPERIENCE & EDUCATION:

Master's degree required; Doctorate preferred. Minimum of five years' college/university experience preferred; specific experience in the field of Student Affairs preferred. Candidate must be able to work a flexible schedule based on the campus calendar and student lifestyles

APPLICATION PROCESS:

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources