

## Vice President for Student Affairs and Institutional Research

The Vice President for Student Affairs and Institutional Research reports directly to the President, and is responsible for all non-academic programming and the coordination of all institutional research and will:

- Serve as a member of the President's Cabinet.
- Supervise and coordinate a student development program which includes reviewing research and current practices and implementing innovative programs.
- Coordinate the academic advising program, to include the continued monitoring of practices and procedures and the improvement of professional development for all advisors.
- Provide oversight for the institution's enrollment management and retention programs, to include services and activities for distance students. Implement Best Practices that have included a developmental academic advising model, a first year experience program for new freshmen, a Student Success model that includes integrated identification, tracking and support for at risk students, and the assessment of the needs of new students and related services to meet those needs.
- Provide oversight and direct involvement to ensure institutional compliance with state, federal and external requirements, to include the compilation, disclosure and distribution of Title IX Compliance Standards, Campus Crime and Security reports, Student Right to Know Completion and Graduation Reports, and Drug Free Schools Programs (to include Biennial Review).
- Provide administrative support for students and their concerns and serve as Advisor to Student Senate.
- Facilitate and support the on-going functions of student organizations on the MSU campus by promoting leadership development opportunities and financial support from student fees. Coordinate two annual activities to recognize student achievement and student leadership (Who's Who and Student Senate Recognition Program).
- Serve as the primary contact for student issues and complaints and final appeal for disciplinary issues.
- Serve as chief administrative officer for the following service areas: Admissions, Counseling, Student Life, Student Activities and Programming, Health Services, Career Services/Internships, Student Success/Disabilities Services, Student Retention, Enrollment Services, New Student Orientation, Veterans Affairs, Financial Aid, Institutional Research, and specific grant programs.
- Actively supervise a professional staff in all Student Affairs Service areas.
- Manage state appropriated and local budgets
- Gather and disseminate data and information related to students and student development programming.
- Assist in the development and preparation of institutional strategic plans, to include the gathering of data and input and the articulation of goals, objectives, strategies, outcomes and measures as they relate to students and Student Affairs service areas.
- Assist in the development and maintenance of the institution's Assessment Plan to include providing information about student learning that takes place outside of the classroom and that is used to assess student growth and development and that utilizes CAS standards and other validated measures.

- Serve as institutional representative to the NDUS Student Affairs Council and to the NDUS Accountability Measures Committee.
- Serve on the Student Affairs Committee, Financial Aid Committee, Student Activity Fee Finance Committee, Title IX Compliance Committee, Cultural Diversity Committee, Behavioral Intervention Team, Enrollment Management and Retention Committee, and the Substance Abuse Prevention Committee. Chair the Student Affairs and Enrollment Management Committees.
- Serve as chief institutional research officer with duties to include responses to external surveys and requests for information, the compilation of data for use in reports, the development of ad hoc research projects, and the preparation of standardized public reports. Conduct institutional surveys, report and analyze results for the Student Satisfaction Survey, the NSSE/FSSE Survey, Alumni Surveys, the Employer Satisfaction Survey, the CORE Alcohol and Drug Use Survey, Campus Quality Surveys and the Campus Diversity Climate Survey.
- Coordinate the planning, writing and administration of specific grants related to student development and student programming.
- Serve on the Governing Board of Directors for Head Start.

**Adopted: Fall, 2014**

**Sponsored by: President and Vice President for Student Affairs and Institutional Research**