



POSITION ANNOUNCEMENT

Position: Vice President for Student Affairs

Duties and Responsibilities:

This position answers directly to the President of the College and serves on the college's Administrative Council. Responsibilities include, but not limited to the following duties:

- Oversee all areas of student/campus life
- Supervise Student Services personnel
- Oversee campus housing
- Oversee financial aid
- Maintain student discipline
- Enforce all policies and procedures of the college
- Serve as liaison between students and faculty
- Plan student activities
- Direct college recruitment
- Serve as college attendance officer
- Manage campus police
- Sponsor Student Government Association
- Oversee student campus elections
- Responsible for student support/disability services
- Serve as ambassador for the college
- Serve as Title IX Coordinator

Salary: Based on education and experience.

Qualifications: Required: Master's Degree; Preferred: Doctorate Degree. The applicant should have ample experience in the education field. Applicants should possess excellent communication skills and have experience in decision making within an educational setting. Community college experience along with administrative experience is preferred.

Contact: Send letter of application, resume, transcripts and contact information for 3 references to Becky Newman, Human Resources, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666-9029 Phone: 601-276-3841, Email: bnewman@smcc.edu.

Application Deadline: September 18, 2017

Non-Discrimination Statement: **Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following person have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885, 1156 College Drive, Summit, MS 39666**