**POSITION ANNOUNCEMENT**

Position: Coordinator Student Affairs/VTC
Full Time, VSC United Professionals, Professional, Administrative and Technical Bargaining Unit (VSC UP PAT), Exempt, VSC Grade 12

**NOTE:** This is a live-in position. Work schedule varied and weekend/evening hours are required.

Location: Randolph Center campus

Compensation: Salary in mid – high $20 k range plus room and board. Includes UP benefits package.

Responsibilities: Plan, implement, administer and evaluate specific programs, functions and services of the Student Affairs Division. Supervise a designated College residence hall.

- Develop and modify programs and systems in accordance with students' needs and institutional objectives and resources.
- Interpret and enforce a wide range of student life policies and oversee or process: supervise fines, warnings, reports, and other disciplinary and general policy enforcement actions of hall staff.
- Supervise/implement appropriate procedures during emergency or crisis situations in residence halls as required.
- Serve as judicial advisor for conduct/disciplinary matters. Oversee the Student Judicial Database and other conduct files. Serve as primary Hearing Officer for all student code of conduct violations, coordinate the College Disciplinary Board and serve as administrative officer. Maintain up-to-date web presence including student handbook and department web pages and social media.
- Upload, edit and coordinate changes to the Student Affairs sections of the website and relevant social media sites/platforms.
- Implement and administer operating policies and procedures related to student life.
- Maintain awareness of public policy, compliance issues, and
best practices related to College student affairs.

- Perform a variety of key planning tasks related to the student life programs including those involving policy and procedure development governing student behavior.
- Plan and conduct training programs such as but not limited to Student Rights and Responsibilities.
- Serve on campus safety and operations committees as the Student Affairs representative.

Qualifications: Bachelor’s degree in relevant field and 2-3 years of experience in a higher education setting or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good planning, administrative, organizational, supervisory and budget management skills essential.
- Ability to deal effectively with students, as a leader, advisor and policy enforcer, as well as a wide range of college personnel, parents and others outside the college.
- Solid knowledge of higher education.
- Good oral and written skills.
- Valid Vermont driver’s license required.

Starting Date: July 15, 2016

Application Deadline: Applications accepted until position is filled. Applications received after the first screening will be considered at the discretion of the College. Incomplete application materials will not be considered.

To Apply: Submit a mandatory Vermont Tech employment application, with resume, cover letter and contact information for three references to: jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

NOTE: THIS POSITION IS SUBJECT TO A FINGERPRINT-SUPPORTED CRIMINAL BACKGROUND CHECK. ANY OFFER OF EMPLOYMENT IS CONDITIONAL UPON THE SUCCESSFUL RESULTS OF THIS CHECK.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.