



POSITION DESCRIPTION

POSITION: Vice President, Students

DEPARTMENT: Office of the President

JOB NUMBER:

DIVISION/FACULTY:

DATE REVISED: May 23 2019

ORGANIZATIONAL STRUCTURE

This role reports to the President and Vice Chancellor. Reporting directly to this position are the Registrar; Senior Director Student Affairs; AVP International; Director of the Office for Student Rights and Responsibilities and, in 2020, the Director of the Future Students Office.

PRIMARY FUNCTION

The Vice President, Students leads the development and implementation of key student-focused strategies in alignment with the University's Strategic Vision and Academic Plan. The VP Students is responsible for ensuring KPU provides its students with the most supportive, rewarding and enriching educational experience, and fosters the on-going development and provision of high-quality services for students, consistent with the University's mission and vision. The Vice President, Students position is a senior academic administrator appointment that is for a five year term with the possibility of renewal for an additional five years, subject to satisfactory review.

KEY RESPONSIBILITIES

1. Supervises and provides leadership to staff by coaching, guiding and modeling key behaviors/strategies, encourages dialogue and provides guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
2. Fosters an environment of creativity, collaboration and a strong service excellence culture. Inspires, motivates, and guides team members by fostering commitment, team spirit, and trust.
3. Plans, develops, implements and evaluates the division's strategic road map. Develops, and implements short and long term goals and objectives to ensure the delivery of effective and efficient services. Identifies business challenges and uses data analysis to help influence changes to the operations, process or programs.
4. Engages with a network of like professionals regarding best practices related to area of role. Analyzes service requirements and consults with other team members and



stakeholders to identify, establish, monitor, and administer systems and related procedures that maximize technology to support effective and efficient services.

5. Reports regularly to and supports the Board of Governors and its committees in the fulfillment of its governance responsibilities, especially with respect to student affairs and the overall student experience.
6. Works closely with the Provost and Integrated Planning Management team to create, implement, evaluate, and maintain enrollment management and related strategies,
7. Ensures responsive and relevant offerings and services for students by encouraging and supporting innovation that meets the needs of learners, community, and employers. Monitors relevant organizational performance, including service evaluation, ensuring improvements and adjustments are made where needed. Maintains student service and related standards by establishing and implementing processes for the development, maintenance, and evaluation of programs and services.
8. Implements decisions of the Board of Governors at the direction of the President while contributing to the development, review, and implementation of institution-wide policies and procedures.
9. Develops departmental budget allocations, and is accountable for all expenditures related to the portfolio, works collaboratively with inter-department leads in the preparation of the operating and capital budgets in portfolio. Works In conjunction with the Vice-President Finance and Administration and in consultation with the senior Student team.
10. At the request of the President, represents KPU's interests to government agencies, school boards and other community groups, at all public, in-camera and at required sub-committee meetings of the Board of Governors.
11. Acts as the President's principal advisor regarding those areas under their jurisdiction. Keeps the President informed about key matters under this portfolio.
12. Working with the Human Resource Services, engages with the staff and faculty unions on matter related to the relevant employees in this portfolio.
13. Develops meaningful and generative relationships with students, both individually and collectively, and especially as KPU's primary liaison with the Kwantlen Student Association.
14. Undertakes to represent KPU on special initiatives or task forces at the provincial, national, or international levels.
15. Seeks information and advice from the student and constituent groups at KPU and is seen to incorporate such information and advice in implementing solutions that affect said constituent groups.
16. Informs KPU personnel of developments as they occur and arise from action or discussion by the Board of Governors, committees and government ministries.



17. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.

EDUCATION & EXPERIENCE

- Master's degree from a recognized university, with a doctorate preferred.
- Continuing education in areas related to this portfolio.
- 10 years of progressive experience in academic and student service leadership roles.

QUALIFICATIONS

- Demonstrated passion for, and accomplishment in, student success and inclusive and innovation approaches to higher education.
- A proven track record as a Vice President, Dean, or student affairs leader of a well-regarded university, ideally within a unionized environment.
- A proven communicator who is willing to speak as an advocate for KPU to both internal and external audiences, including international audiences. Believes in the importance of communication.
- Experience with and involvement with a broad range of cultures and backgrounds.
- A positive relationship-builder with demonstrated ability to work cooperatively with students and with a wide range of internal and external stakeholders locally, nationally and internationally.
- Demonstrated knowledge and skills in educational leadership as well as educational practices, issues and trends. Attuned to current developments in student support.
- Capable of articulating the vision and plan set by the KPU community and of inspiring the KPU community to achieve the plan.
- Able to inspire confidence and sense of purpose.
- Willing to invest in the expeditious and judicious resolution of student issues and challenges.
- An informed, rational decision maker who has confidence, good judgment, and strong management skills.
- Positive, persuasive, diplomatic, engaging, and collaborative.
- A team leader and player with a collegial style of management.
- Able to delegate effectively.
- Able to balance many competing priorities in the context of fiscal responsibilities.