



POSITION ANNOUNCEMENT
Vice President for Student Services
Position ID: 110812

Faulkner University is seeking a highly qualified individual to serve as Vice President for Student Services. The individual selected must demonstrate a commitment to Christ-centered Liberal Arts education, Christian service, and the mission of Faulkner University. This person serves as a member of the President's Cabinet with executive responsibility for the planning, management and evaluation of Student Services. Areas within Student Services include: Dean of Students; Student Life/Activities; Residence Life; Career Services; Campus Security; Student Counseling; and Health Services. This position reports directly to the University President.

This is a full-time, 12-month position. Applications will be accepted until the position is filled. This position is fully funded and will begin immediately upon hire. Employment is conditional upon a satisfactory background check.

Some Major Duties and Responsibilities:

- Plans, directs, and implements Student Services activities and operations
- Researches and develops recommendations for student life programs
- Coordinates the evaluation of student life programs to ensure goals, objectives, and needs of the student population are met
- Participates in campus and community outreach and development activities including development of external funding sources
- Plans, develops, and administers annual budget requests and assumes responsibility for department heads operating within the approved budget of the Student Services division

Qualifications:

- Doctorate from a regionally accredited institution required; ABD will be considered
- Degree(s) must be in a field appropriate for the position
- Minimum of 5 years of increasingly responsible management experience in an educational institution; preferred experience with an emphasis in the student services area
- Demonstrated ability to apply innovative and creative techniques and practices applicable to program development
- Demonstrated administrative leadership within a like setting
- Proven involvement with strategic and long-range planning for college/university activities and programs
- Demonstrated ability to communicate effectively both orally and in writing
- An active member of the church of Christ

To apply:

1. Applicants for this position are required to submit **ALL** of the following materials:
 - A cover letter indicating interest in the position
 - A resume which includes a summary of qualifications consistent with the position
 - A statement of church affiliation and acceptance of institution's values
 - A list of at least three professional references with telephone and email contact information
 - A copy of all academic transcripts (An official copy must be submitted prior to formal employment)
2. **ALSO:** Complete the diversity data form located online at: www.faulkner.edu/aboutfaulkner/humanresources/diversityform.aspx

Submit all documents to: Human Resources
Faulkner University
5345 Atlanta Hwy.
Montgomery, AL 36109
humanresources@faulkner.edu
Phone: (334) 386-7230
Fax: (334) 386-7488

Non-discrimination statement: Faulkner University is a church-affiliated liberal arts institution committed to employing a highly qualified and diverse administration, faculty and staff, which reflects the University's religious traditions, values and affiliation, and purpose. Thus, the institution invites individuals affiliated with the churches of Christ to submit applications regardless of race, color, national or ethnic origin, age, gender, marital status, or disability. Faulkner University does not discriminate on the basis of race, color, national or ethnic origin, age, gender, marital status, or disability in connection with its educational policies, admissions, financial aid, employment, educational programs, or activities. However, Faulkner University exercises a preference in employment for those qualified applicants who are members of the churches of Christ whose lifestyles are consistent with the mission of the University and with the beliefs and values of the churches of Christ. For more information, please visit our website: www.faulkner.edu