



Vice President for Student Affairs Administrator IV

Sonoma State University

Sonoma State University (SSU or Sonoma State), a comprehensive residential public institution located in Rohnert Park, California, seeks a visionary and collaborative leader to serve as Vice President of Student Affairs and Enrollment Management. This is an exciting opportunity to provide essential administrative leadership at one of California's most popular institutions, unique in its liberal arts and sciences mission and located less than an hour away from the economically booming San Francisco Bay Area amidst the natural beauty of Sonoma County. The Vice President for Student Affairs and Enrollment Management will work closely with SSU's dynamic new President, Judy Sakaki, who is a champion for students everywhere and whose most recent post before joining Sonoma State was as Vice President for Student Affairs for the University of California system. This is an exciting time to join the university.

Sonoma State has approximately 9,400 students (92 percent undergraduate). U.S. News and World Report consistently names SSU among "America's Best Colleges." Founded as a liberal arts college in 1961, Sonoma State has evolved into a diversified university with six schools— Arts and Humanities, Business and Economics, Education, Extended & International Education, Science and Technology and Social Sciences—that provide students with the intellectual framework and hands-on skills to thrive in a variety of professional careers. A major contributor to the North Bay workforce, Sonoma State offers degrees in 46 majors and 47 minors at the bachelor's level and 15 at the master's level, as well as nine credential programs and eight undergraduate and graduate certificate programs. The University operates as part of the 23- campus California State University (CSU) system, the largest four-year system of higher education in the United States.

Sonoma State has a longstanding tradition of promoting intellectual and personal growth, leadership opportunities and technological proficiency. There is tremendous excitement and energy on campus after new President Judy Sakaki's arrival, as she works to build upon this tradition and refocus attention on student success and the academic mission of the University. The Vice President will play a pivotal role in this shift, overseeing all student support programs and services as well as providing leadership, vision and direction for the departments within the Student Affairs Division.

Mission and Academic Programs

The academic mission of Sonoma State University is to prepare students to be learned people who have a foundation for life-long learning; have a broad cultural perspective; have a keen appreciation of intellectual and aesthetic achievements; will be active citizens and leaders in society; are capable of pursuing fulfilling careers in a changing world; and are concerned with contributing to the health and well-being of the world at large. To achieve its mission, Sonoma State recognizes that its first obligation is to develop and maintain excellent programs of undergraduate instruction grounded in the liberal arts and sciences. Instructional programs are designed to challenge students not only to acquire knowledge but also to develop the skills of critical analysis, careful reasoning, creativity, and self-expression. Excellence in undergraduate education requires that students participate in a well-planned program that provides both a liberal education and opportunities for specific career preparation.

Since 1963, Sonoma State has been fully accredited by the Western Association of Schools and Colleges (WASC), and the University received a seven-year accreditation in 2010; many Sonoma State schools and programs are individually accredited. Sonoma State is a member of the prestigious Council of Public Liberal Arts Colleges (COPLAC), whose primary mission is ensuring that a fine undergraduate liberal arts and sciences education is available to students in the public system of higher education.



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Student and Campus Life

The Sonoma State campus community is ethnically diverse, and sixty-four percent of Sonoma State students receive some type of financial aid; Sonoma State awards approximately \$1.1 million in scholarships per year (academic scholarships, athletics, and performing arts). The University has a 60/40 female-to-male ratio. The majority of Sonoma State students come from California, although countries all over the world are represented within the student body. As of fall 2013, 29 percent of first-time freshmen come from Southern California counties, and 21 percent of all of Sonoma State's students are from Southern California counties. About 20 percent of first year students and 37 percent of all students come from Sonoma's service area (Lake, Marin, Mendocino, Napa, Solano, and Sonoma Counties). The University is also proud to have recently received designation as a Hispanic Serving Institution (HSI).

Student Affairs

The Division of Student Affairs is comprised of a number of independent yet interconnected departments responsible for helping students build a Sonoma State presence that complements their academic experience. Focusing on leadership, personal responsibility, self-advocacy, and lifelong learning the Division engages students by developing the personal and professional skills needed to be successful in life.

Position Purpose

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with the Seawolf Commitment, our values include respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Reporting to the President, the Vice President for Student Affairs (Vice President) oversees the Student Affairs Division and serves as the Chief Student Affairs Officer for Sonoma State University (SSU). This cabinet-level position works collaboratively with other members of the senior leadership team to foster a climate focused on student success, service excellence, and data-informed decisions in alignment with the University's mission, vision, and goals. The Vice President is responsible for leadership, integration, and management of the campus division that houses student life functions, as well as academic support and admissions. This includes responsibility for all academic and non-academic student service programs.

Major Duties

The Vice President for Student Affairs is charged with providing leadership and direction for the Student Affairs Division. Major duties of the position include, but are not limited to, the following:

- Serve as the President's chief advisor on student affairs issues and engage all university constituencies in focusing on student success;
- Collaborate with campus leadership, including the Provost/Executive Vice President for Academic Affairs, to ensure a culture that promotes recruitment, retention and completion for diverse student populations through coordinated campus initiatives, resources, and effective admissions practices;
- Develop, implement, and coordinate integrated campus-based programs and services that meet the varying needs of a culturally diverse traditional and non-traditional student population and encourage the success of all students;
- Maintain a visible profile with campus constituencies; partner collaboratively to enhance communication on and off campus; and anticipate emerging issues;



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- Lead efforts to effectively employ information systems and technology in support of student affairs and admissions and outreach programs;
- Identify and use institutional and external data and research to support effective recruitment, and retention initiatives;
- Provide leadership in the development of new initiatives within the division;
- Develop criteria and procedures for the evaluation of services and programs offered in the division;
- Work closely with the President's Cabinet and the Vice President for Finance and Administration in the leveraging of financial aid, pricing, and related issues to optimize the use of federal, state, and institutional resources in the recruitment and retention of students;
- Work closely with the Vice-President for Academic Affairs and the Registrar to ensure compliance with academic policies and procedures;
- Assure adequate and appropriate annual and long-range budget preparation for the Division, forecast budget needs, establish priorities, allocate funds, and monitor expenditures;
- Oversee development and submission of internal and external reports, data relevant to assigned areas, assessment and evaluation of programs, and initiate improvements in collaboration with internal and external offices and agencies as appropriate;
- Maintain an organizational structure and staffing to effectively accomplish the university's goals and objectives; oversee recruitment, training, supervision, professional development, and evaluation of division staff;
- Represent the Student Affairs Division and the University at events on and off campus.

The Vice President also provides direct supervision to the Associate Vice President for Academic Services, Associate Vice President for Student Life, Director of Administrative and Financial Planning, Assistant to the Vice President for Student Affairs and other positions within Student Affairs. Assists the President in the performance of ad hoc assignments and projects and performs other secondary duties as assigned.

Qualifications

- A doctoral degree or other terminal degree in student personnel, higher education leadership, or any student-services related field from an accredited university;
- Progressively responsible experience in student affairs with at least five years in a managerial role at the level of director, dean or higher;
- Demonstrated knowledge of current trends and implementation of effective practices in student affairs leadership, student outreach, and admissions;
- Demonstrated working knowledge of the areas within the division, including admissions and outreach,, student life, and student success programs;
- Successful experience developing, implementing, and evaluating recruitment, enrollment, and retention strategies for students from diverse backgrounds;
- Demonstrated experience working collaboratively in support of academic support services , with demonstrating effective use of data and achievement of results;
- Demonstrated experience as a collaborative, results-oriented leader who is skilled at building and maintaining effective and inclusive relationships, budget management, strategic planning, and human resource management;
- An understanding of state and federal programs, agencies and laws that specifically address higher education and student issues;
- Excellent interpersonal, communication, analytical, customer service, and leadership skills;



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- Ability to effectively communicate with all levels within the university amongst diverse populations including staff, faculty, administration, students and other internal and external constituents;
- Ability to supervise the work of staff and recommend appropriate personnel actions;
- Ability to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed and dealing with stressful situations while maintaining composure;
- Proven commitment to collaboration, diversity, integrity, inclusion, accountability, and service orientation;
- Experience and a successful track record in a culturally diverse environment;
- Experience with and a successful track record of leadership in support of first-generation and non-traditional students;
- A strong understanding of academic issues, especially pertaining to academic integrity.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Salary and Benefits

The salary for this position will depend on qualifications and experience. This position is eligible for a broad range of benefits, including medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave. In addition, 14 paid holidays are offered each year; 13 scheduled on specific days and a Personal Holiday that may be taken any time during the year. A comprehensive benefits summary for this position is available online by clicking the [View Benefits Summary](#) link or by request from SSU Human Resources.

Application Process

First screening of complete applications will begin the week of September 18th and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be submitted electronically via the Sonoma State [website](#). For confidential inquiries, please send a communication to ypsasearch@sonoma.edu and an executive recruiter will contact you shortly thereafter.

Electronic submission of materials is required for this search.

Human Resources
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The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.