



Assistant Vice President for Student Affairs

Position Description





The Opportunity

Florida State University invites nominations and applications for the position of Assistant Vice President for Student Affairs. This position provides direction and strategic leadership to University Housing, Off-Campus Student Life, FSU Childcare Centers, Study Away Centers, and FSU Panama City Campus Student Affairs, with a direct reporting line to a divisional-level Associate Vice President for Student Affairs. In collaboration with the University senior leadership, this position oversees Division emergency response processes due to weather, university crisis, or other emergencies. The University Housing department is an auxiliary consisting of Administrative Services, Budget and Fiscal Services, Family Services, Residential Building Services, Residence Life, and Academic Initiatives and Living-Learning Communities. The mission of University Housing is to provide exceptional living opportunities for students to succeed academically through the core values of academic success, student development, stewardship of resources, and an environment of care.

The Role: Duties and Responsibilities

The Assistant Vice President for Student Affairs executes the following duties and responsibilities:

Direction and Strategic Leadership:

- Provides a high-quality, innovative program that serves the mission of FSU and supports student academic and engagement success.
- Develops, maintains, and implements policies and procedures related to the maximum utilization and administration of University Housing facilities.
- Leads, directs, and manages the Childcare Early Learning program consisting of managing the facility/grounds, faculty/staff, and care/curriculum for the children.
- Develops recommendations and appropriate support materials for policies needing approval of University central administration and/or the FSU Board of Trustees.
- Facilitates strategic planning and develops departmental goals and objectives for both University Housing on campus living and off-campus services, and FSU Childcare Early

Learning Programs. Serves as a leader for the Vice President of Student Affairs and as a liaison for the department and division, including University advisory and information committees/task forces as needed.

- Develops, recommends, implements, and directs policy and procedures in assigned areas.
- Assists with the interpretation of Federal, multiple states, and Board of Governors laws, rules, and regulations that govern assigned areas of the institution.



Financial Management:

- Develops and administers an annual operating budget (~\$53 million) for multiple functional areas within University Housing.
- Oversees the operating budget, including grants (~\$5 million annually), for Childcare Early Learning Programs (~\$1.3 million) and the Off Campus Housing Services (funded from University Housing currently).
- Ensures units can remain self-sustainable with a budget that is solely funded through collection of rent and fees from students and contracted resources that offer some revenue sharing.
- Oversees the research, analysis, and determination of rental rates for University residence halls. Oversees the rate proposal for childcare.
- Oversees procurement to ensure protocol is followed and audits are clear.
- Oversees Housing Reserve and Foundation accounts (~\$58 million) to meet expectations on bond ratings and ratios, maintains balances that can provide for crisis situations, and budgets monies according to facility renewal and master plan for the program.

Occupancy Management and Childcare Enrollment:

- Oversees the marketing, development, and administration of innovative student

housing (on and off campus services) and the Childcare Early Learning program and provides space conducive to the activities as designed.

- Oversees the determination of eligibility, processing of applications, making assignments, and collecting rent/tuition (Childcare).
- Ensures facility usage is maximized and resources are allocated effectively.
- Ensures the financial and administrative needs of multiple dynamic campus communities are met while ensuring appropriate legal and financial compliance.
- Directly oversees the budget management and accountability of funds in excess of \$125 million annually and maintains expectations for bond credit ratings.
- Develops and implements all plans related to new construction and/or renovations of housing facilities to align with the Strategic vision of the University.



Facility Management:

- Oversees University Housing and Childcare facility analysis, and determines funding for deferred maintenance, construction, and renovation development.
- Reviews and evaluates all operational procedures and plans related to new construction and/or renovations.
- Oversees collaborative work with the Central Facilities department for facility maintenance and cleaning of all residence hall facilities and the Childcare facility, and with Business Services for mail and packages, dining, vending, and other services.
- Maintains standards that provide top-level service to the facilities.
- Collaborates with Campus Police on access control, safety features, and services, and educational opportunities for students.
- Provides leadership, supervision, development, and evaluation of over 300 Division managers, Directors, staff, and contract workers.

Communication and Interaction:

- Communicates regularly with University faculty and staff, students, parents, and representatives at state and local levels regarding University Housing, Childcare Early Learning, and off-campus housing concerns.
- Interacts with media when requested.
- Oversees the provision of open record requests and legal considerations.
- Serves as a member of the Division's executive team and assists the Vice President and Assistant Vice President in coordinating certain other functions of considerable scope and complexity as requested.
- Fosters relationships with stakeholders, including state and local government agencies, regional and national associations, and private-sector service providers.
- Serves on boards, commissions, and committees as a representative of the Division as assigned.

Staff:

- Leads the recruitment and hiring of staff, consisting of USPS, A&P, Faculty (Childcare), OPS, interns, graduate assistants, and Federal Work Study employees.
- Supervises A&P leadership staff and completes performance evaluations, as necessary.
- Creates and provides professional development opportunities.
- Initiates corrective actions and terminates staff as appropriate.

Crisis Management:

- Implements all emergency response processes during weather or university crisis for the residence halls and Childcare Center.
- Identifies essential response personnel and response plans for the areas.
- Oversees plans in conjunction with the Associate Vice President for Health and Wellness in Student Affairs.
- Serves in the Emergency Operations Center as needed, responds to emergencies, and provides written information regarding the Housing and Childcare facilities and staff.
- Provides plans and evaluation of plans to University (COOP, VEOCI, etc.).
- Serves on the Behavioral Intervention Team (BIT) for Student Affairs.

Education, Experience, and Competencies

- Master's Degree.
- At least six years of experience.
- Strategic Management: Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives.
- Effective Communication: Ability to communicate effectively verbally and in writing.
- Critical Thinking: Ability to demonstrate critical thinking based upon in-depth data, substantiating information, considering and respecting others' input, personal values, and ethics.
- Working Relationships: Ability to establish and maintain effective working relationships.
- Process Evaluation: Ability to evaluate process effectiveness and develop change or alternatives.
- Team Management: Ability to maintain and improve personal and team effectiveness, and foster change and creativity.
- Leadership/Direction: Ability to provide leadership and direction in programmatic, budgetary, and operational functions.
- Supervisory Requirement: Ability to train and supervise employees.
- Laws, Rules, and Regulations: Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules, and regulations.
- University Policy: Knowledge of and the ability to interpret and apply related University policies, procedures, principles, and practices.
- Computer Application Knowledge: Knowledge of applicable computer applications and basic computer functions.
- Project Planning: Knowledge of the principles and practices of project planning, development, and evaluation.
- Management Practices: Knowledge of the concept, principles, and practices of management.
- Report Preparation: Skill in preparing clear and concise reports, policies, procedures, correspondences, and other written materials.



About Florida State University and the Division of Student Affairs

One of the nation's elite research universities, Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking. FSU's welcoming campus is located on the oldest continuous site of higher education in Florida in a community that fosters free inquiry and embraces diversity, along with championship athletics, and a prime location in the heart of Tallahassee, the state capital. For additional "FSU Facts," visit <https://ir.fsu.edu/facts.aspx>.

- Founded in 1851, the oldest continuous site of higher education in Florida.
- Carnegie Commission classification: "Doctoral Universities: Highest Research Activity."
- 44,308 students from every Florida county and 130 countries.
- Accepted freshman profile for fall 2024: 4.3 average GPA; 31 average ACT composite score; 1390 average SAT score.
- 96% retention rate for freshmen; 76% graduation rate within four years.
- 17:1 student/faculty ratio.
- 381 buildings on 1,715.5 acres; the main campus in Tallahassee is 485.7 acres.
- 2,760 traditional faculty; has included 6 Nobel Laureates.
- 16,069 total employees.
- Operating budget of \$3 billion for 2024–2025 FY.
- FSU's research expenditures totaled an all-time high of \$460.7 million for FY 2024.
- 274 degree programs: bachelor's, master's, doctoral, specialist, professional.

The Florida State University [Division of Student Affairs](#) empowers and supports all students to achieve their full potential. We believe in the power of the student experience to develop graduates who positively impact the world. To support learning and success, we uphold our values of community, inclusivity, student development, and well-being.



A Portrait of Tallahassee, Florida

With rolling hills, canopy roads, seasonal weather, and a Southern style of its own, Tallahassee, Florida's Capital City, is unlike the rest of the state. A spirit of hospitality makes visitors and transplants to the city feel right at home, and amenities and culture bring a taste of the big city to the Panhandle.

Explore vibrant visual and performing arts year-round, visit highly rated museums, and experience the wonder of science at the Challenger Discovery Center and the Florida State University-headquartered National High Magnetic Field Laboratory. Enjoy caught-today seafood from the Gulf and regional specialties at Tallahassee's extraordinary local restaurants, and kick back with locally distilled spirits and creative cocktails from the area's award-winning breweries.

Tallahassee, which celebrated its bicentennial in 2024, continues to be recognized by *Southern Living* as one of the South's Best College Towns, and it is home to three major colleges and universities, advanced education, enriching events, and competitive sports.

Two hours west of Jacksonville, four hours south of Atlanta, and 40 minutes north of the Gulf, Tallahassee occupies one of the most biologically diverse regions in the United States. Residents and visitors relish the convenience and quality of Tallahassee's outdoor spaces, including numerous parks and greenways with more than 700 miles of diverse trails for cycling, hiking, running, paddling, and horseback riding.

Nomination and Application Process

Greenwood Asher & Associates is assisting Florida State University in this search. Applications and nominations are now being accepted. For a full application package, please submit a cover letter and CV to FSUAVPHousing@greenwoodsearch.com.

Submission of materials as PDF attachments is strongly encouraged. The search will be conducted with a commitment to confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

Nominations and inquiries should be directed to:

Jeremy Duff

Vice President of Executive Search & Search Manager

Email: jeremyduff@greenwoodsearch.com

Cell: 850.869.9986

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Senior Executive Search Consultant

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Florida State University (University) is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, or any other legally protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes.

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