



inviting Nominations and Applications for

Vice President for Student Affairs

The College of Coastal Georgia, a comprehensive undergraduate institution of the University System of Georgia, seeks an outstanding, visionary campus leader for the position of **Vice President of Student Affairs**. This senior officer leads the development of strategy, implementation, and operations for all student life programs to ensure an environment that supports both the academic goals of the institution and the personal growth of the College's student body.

Additionally, the Vice President is responsible for the administration of all policies of the Board of Regents and the College of Coastal Georgia pertaining to non-academic student life at the College.

The Vice President of Student Affairs is a member of the President's Cabinet, participates in decisions that affect the internal and external constituencies of the College, and attends meetings and functions, both internally and externally, that enhance the College's

ability to meet its educational mission. This administrative position holds faculty status.

Responsibilities:

The Vice President for Student Affairs is the chief strategist and visionary for ensuring comprehensive student affairs planning and programming. This senior administrator is responsible for the leadership, direction, planning, supervision, and evaluation of multiple functions pertaining to non-academic student life, including admissions and

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orientation, enrollment management, financial aid, veteran services, student records, student activities, student organizations, counseling, career advisement, testing, student conduct, intramural/extramural activities, and residential services, and all other programs pertaining to non-academic student life.

Additionally, the Vice President:

- Develops, monitors, and maintains effective enrollment management and student life processes and procedures.
- Maintains the history, constitution, and bylaws of all student organizations.
- Oversees all student social activities, clubs, and student organizations.
- Oversees all residential services.



- Participates in the College's strategic planning efforts, working with members of the College community to establish both short- and long-term goals and objectives for the Office of Student Affairs.
- Plans and implements systematic evaluations of all programs and projects lead by components of the Office of Student Affairs.
- Actively participates in system audits, as well as audits by federal or state authorities, and prepares applicable federal and state reports.
- Oversees the allocation and expenditure of student activity fees



Mission Statement

As a state college of the University System of Georgia, the College of Coastal Georgia offers targeted baccalaureate programs of study, pre-baccalaureate programs of study for transfer, associate of arts and associate of science degrees, and serves as a portal to graduate education.

It is the mission of the College to:

- Foster academic excellence and individual development in a supportive environment that expands access to higher education and career preparation and enriches student lives;
- Investigate, capture and disseminate 21st century knowledge and skills, blending student-centered classroom education and innovative service learning to provide students with a solid foundation to support lifelong learning and leadership and appreciation for social responsibility, global awareness, diversity, and engaged entrepreneurship;
- Provide accessible and affordable higher education to a wide spectrum of learners, from recent high school graduates to returning adults; and
- Engage actively with the community and region through many avenues, including professional development programs, economic development partnerships, service-learning, public service activities, early college programs, applied scholarship, and cultural enrichment experiences.

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within policies established by the Student Activity Finance Committee and approved by the President.

- Develops a student code of conduct and appropriate policies for the implementation and enforcement of disciplinary measures affecting students.
- Leads, coaches, and evaluates staff using proven and effective management techniques.

Qualifications and Experience:

An earned doctoral degree from a regionally accredited institution of higher education is preferred, with a minimum of five years of senior-level experience in higher education, including one or more student life and service areas.

Successful administrative experience in enrollment management and academic collaboration in higher education is required. College-level teaching experience is helpful.

Other qualifications are:

- Excellent human relations skills.
- Proven leadership ability.

- A commitment to providing services in accordance with the stated mission, goals, objectives, and priorities of the College.
- Demonstrated competence in public speaking.
- Ability to think strategically and align strategic and operational needs with organizational development initiatives.
- A leadership style that is proactive and innovative, capable of developing and implementing change management initiatives and effectively prioritizing and accomplishing objectives with tight deadlines.
- Ability to listen to and interpret user needs and problems and to apply knowledge in solving new and varied problems.
- Ability to effectively communicate with a diverse population.
- Ability to handle stress and perform responsibilities at a high level in a dynamic environment.
- Ability to plan for the immediate and future needs of the campus and to think rationally and make quick decisions.

- Ability to be highly organized and detail oriented and to handle multiple demands and competing priorities.
- Ability to work independently and problem solve in a predominantly self-directed manner.

About the College of Coastal Georgia:

The College of Coastal Georgia is a comprehensive undergraduate institution in the 35-member University System of Georgia. The College transitioned from a two-year to a four-year institution in 2009 with a new mission and vision.

The College has a campus in Brunswick, Georgia, and a satellite center in Kingsland, Georgia, and employs more than 200 faculty and staff. It serves more than 3,400 students in baccalaureate and pre-baccalaureate programs. In the coming decade, the College expects to grow significantly, expanding the curriculum and adding a full array of student services.

Embracing service-learning in its mission, the College participates in



Lakeside Village Student Housing

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economic development within the region and has strong partnerships with K-12 schools.

On-campus housing opened in fall 2011. The College expects to become a destination campus for thousands of students in the coming decade.

Visit the College website at:
<http://www.cpga.edu>

About Brunswick, Georgia:

Located in the vibrant Atlantic coastal region, Brunswick is adjacent to Sea Island and St. Simons Island, two of Georgia's luxury resort and residential communities. Surrounded by historic towns and lovely beaches, the College benefits from the area's strong economic and civic bases. The city proper has approximately 16,000 residents, with the metropolitan population closer to 104,000.

While the city's economy encompasses manufacturing, agricultural processing, and bulk cargoes, including being the fourth largest automobile port in the eastern United States, tourism constitutes the largest industry in Brunswick and the Golden Isles. Brunswick also is the center of Georgia's shrimp and crab industry, attributing to the city's nickname, the "Shrimp Capital of the World." Southeast Georgia Health System is the city's largest private employer.

The College of Coastal Georgia is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial, and multi-ethnic communities and compliance with the Americans with Disabilities Act. Georgia is an Open Records state.

Applications and Nominations:

Applicants should submit a cover

letter, a resume, three letters of recommendation, and a document on their leadership philosophy.

The deadline for applications is Jan. 18, 2012. To be processed correctly, applications, nominations, and inquires **must be submitted to:**

CCGA-VP@myersmcr.com

If you have any questions, contact the Myers McRae Executive Search and Consulting Team Leader:

Emily Myers
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