



Job Vacancy Announcement
Vice President for Student Affairs and Dean of Students

POSITION TITLE: Vice President for Student Affairs and Dean of Students

JVA#: 2026-45

DEPARTMENT Office of the President

About Bluefield State University

Bluefield State University is a historically Black public institution founded in 1895 and located in Bluefield, West Virginia. As a proud member of the West Virginia Higher Education system and an accredited institution, BSU offers a wide range of undergraduate programs rooted in a tradition of access, opportunity, and service. With a mission centered on serving first-generation students and communities throughout the Appalachian region, BSU is committed to academic excellence, institutional integrity, and the success of every student who walks through its doors. The University is at an exciting inflection point, actively investing in its facilities, financial infrastructure, and campus experience, and it is seeking mission-driven leaders who are ready to help shape its next chapter. For more information about the University, please visit www.bluefieldstate.edu.

The Opportunity

Bluefield State University invites applications for the position of Vice President for Student Affairs and Dean of Students, a senior leadership role reporting directly to the President. As the University's chief student affairs officer, the successful candidate will provide strategic leadership for student engagement, wellness, retention, conduct, and support services while fostering an inclusive, student-centered campus environment. A member of the President's Cabinet, the Vice President will collaborate with campus leaders to advance student success and serve as a visible representative of the University within the campus and broader community. The ideal candidate will bring a commitment to student advocacy, collaborative leadership, and a passion for building meaningful relationships with students, families, faculty, staff, and community partners. This is an exceptional opportunity to make a lasting impact at a historic institution that has been transforming lives and serving the Appalachian region for more than 130 years.

POSITION SUMMARY: The Vice President for Student Affairs and Dean of Students provides leadership to promote student success by leading a division committed to measurable student retention, persistence, and success. The Vice President for Student Affairs and Dean of Students is a key member of the President's senior leadership team and is accountable for developing, implementing, and evaluating programs and services that measurably improve student retention, enrich the overall student experience, and advance student success across all stages of a student's enrollment at BSU. The Vice President leads the division toward data-informed student success strategies aligned with the University's Strategic Plan 2025–2030, Building the Future Together, and ensures every unit within the division contributes to documented, measurable outcomes.

The Vice President provides leadership and oversight for Student Activities, the Counseling Center, Student Health Center, Academic Success Center, Student Conduct and the CARE Team, Housing and Residence Life, Dining Services, New Student Orientation, Career Services, and the Student Government Association.

POSITION CLASSIFICATION/COMPENSATION: This is a full-time, non-classified administrative position with a comprehensive state benefits package commensurate with the final candidate's qualifications and experience. The position is exempt from FLSA provisions regarding overtime. Not all activities of this position occur within a standard workday schedule; regular evening and weekend availability and travel, including overnight travel, may be required. This position has been designated as essential, meaning that in the event of an institutional emergency, the employee may be required to remain at or report to work to protect, recover, and continue University operations. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

Duties and Responsibilities: List and completely explain the current duties and responsibilities of the position, including any information as to how the duties/responsibilities are performed. List the duties/responsibilities in order of importance (most important should be listed first). Consider work performed over a 12-month period.

- Lead the division in achieving the student success, retention, and engagement goals established in BSU's Strategic Plan 2025–2030, Building the Future Together. Establish and implement short- and long-range goals, policies, and operating procedures for all assigned areas; monitor programmatic effectiveness using data and evidence; and drive continuous improvement based on outcomes, not just activity.

- Provide direction and supervision of the units and directors within the Vice President for Student Affairs and Dean of Students office. This office serves as a vital point of contact for students.
- Plan, implement, and coordinate all aspects of various student activities to promote student learning, engagement, and student success. Examples include but are not limited to overseeing the intramurals/recreational sports program, overseeing operations in the Student Center, planning cultural activities, lectures, art exhibits, guest scholars, multi-cultural/international speakers, etc.
- Collaborate with all BSU divisions to coordinate student programming, events, and engagement activities in a manner that maximizes participation and is evaluated for impact on student retention and persistence. Coordinate logistics, manage related budgets, and ensure programming decisions are informed by outcome data.
- Create opportunities for campus and community projects that showcase our students' service commitment and volunteerism while collaborating with faculty and staff to develop students' essential skills to be successful in the workplace.
- Provide guidance and leadership to students and student organizations, such as but not limited to Student Government, Greek Life, and other organizations. As liaison/ resource person, work with students to develop training sessions, retreats, workshops, and extracurricular activities to cultivate Student Leadership, Student Learning, and Service Learning. Provide outlets for student organizations to recruit members.
- Coordinate with campus administrative areas, faculty, and campus and community leaders to enhance planning and implementing strategic initiatives, resolving issues, and responding to crisis incidents. Prepare or assist with preparing Student Affairs' response to major crises and other unusual events that may impact students within the BSU college community.
- Serve as a key resource and collaborator with campus administrators, faculty, and staff to coordinate addressing substandard academic performance, student misconduct, or other impediments to student success.
- Provide direction and intervention for students in crisis and non-crisis including intervening with mental health staff, providing victim advocacy, and working with staff and students affected by the crisis. Identify systemic problems relating to complaints and determine whether campus-wide resources should be adopted in response, including review and revision of relevant BSU policies and procedures. May communicate with internal administrators and external parties such as local law enforcement and government agencies to ensure student-related actions, investigations, and reports are handled appropriately and in a timely manner; coordinating with local victim advocacy organizations and service providers as may be appropriate. Collaborate and coordinate the delivery

of educational programs and initiatives designed to educate and support faculty, staff, and students regarding student-related rights and obligations, responsibilities, support services, BSU policy, and confidential resources, etc.

- Serve as a Judicial Hearing Officer for students referred for Student Code of Conduct, Residential Life rules and regulations, and other behavioral concerns; administer appropriate judicial sanctions and/or refer for personal counseling to effectively resolve disciplinary problems.
- Lead the overall planning and management of the student residence system, with attention to how residential life programming connects to broader student retention and success goals. Select, train, supervise, and evaluate undergraduate Residential Life staff and provide leadership for residential life programs and services, including dining options. Manage administrative and operational functions in assigned residence facilities. Establish and maintain communication with students living in university housing facilities through individual outreach and community meetings; may serve as a mediator/facilitator when necessary to provide resolutions for interpersonal conflicts between students. Provide services directly to students, such as personal and disciplinary counseling, and social/educational events/activities, as appropriate. Manage the communication of available off-campus residential housing opportunities for students.
- Oversee student publications, newspapers, magazines, and campus activities calendar.
- Oversee recruitment, training, supervision, professional development, and performance evaluation of assigned staff.
- Complete and submit the division's Annual Strategic Implementation Plan (Annual SIP) by the institutional deadline each year, ensuring that planned activities are tied to measurable outcomes and that mid-year and year-end results are documented and reported to the Office of the President. Ensure compliance with federal, state, and local laws and regulations and University policies and procedures.
- Oversee budget(s) as assigned, ensuring that expenditures are within budget allocations.
- Promote a positive image of the University through active involvement in local community activities, which may include presentations to campus and community groups.
- Perform other duties as assigned. Includes representing the University at internal and external functions, actively promoting various programs and services in collaboration with the Office of Media Relations, and serving on committees.

Knowledge, Skills, and Abilities

3. What specific skills are **required** in order to carry out the duties of the position?

- Broad knowledge of student affairs programming, including counseling services, student activities, student government, student conduct, compliance, student safety, health services, and student housing. Demonstrated ability to use data, retention analytics, and evidence-based practices to drive student success strategy and measure programmatic outcomes.
- Working knowledge of federal and state laws and regulations relevant to the position's responsibilities.
- Proven ability to successfully multi-task, establish priorities, meet deadlines, and accomplish objectives.
- Strong organizational, oral, and written communication, leadership, management, and team-building skills.
- Ability to manage interpersonal conflict situations with tact, diplomacy, and discretion.
- A strong commitment to providing excellent service to students, faculty, staff, and the broader campus community. Ability to collaborate across divisions to address systemic barriers to student persistence, including advising access, financial aid navigation, and campus engagement. Familiarity with early alert systems, predictive analytics platforms, and student success technologies.

MINIMUM REQUIRED QUALIFICATIONS:

- An earned Master's degree from an accredited institution, preferably in student affairs/development, counseling, educational administration, or other field.
- At least five years of progressively responsible experience in a senior leadership role within the student affairs/services or related field.
- Higher education experience demonstrating professional competence in supporting a diverse student population, with a record of using data and evidence to improve retention rates, student persistence, and degree completion outcomes.
- Strong record of success as a supervisor, including but not limited to setting individual goals, professional development, and performance evaluation.
- Student program management experience demonstrating effectiveness in setting priorities and deadlines to ensure program goals and objectives are met.
- Experience developing and managing budgets.
- Experience in student success programs, health and wellness, student life policy, and residential life. Experience developing and overseeing annual planning processes, including data-driven goal-setting, progress monitoring, and outcomes reporting aligned with institutional strategic priorities.
- Valid Driver's License

PREFERRED QUALIFICATIONS:

- Ph.D. or Ed.D. in higher education or a related field.
- At least 10 years of experience managing student life and student success initiatives in a higher education environment, with demonstrated success in improving institutional retention rates.

- Experience working with first-year students, transfer students, commuter populations, and/or pre-college populations, with an understanding of the distinct retention risks associated with each.
- Teaching experience in higher education.

BSU welcomes all qualified candidates to apply. For more information about the University, please visit www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g., D.O.B., place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED:

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, 10/02/2026. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.