

Vice President of Student Affairs  
Casper College

Direct Link: <https://www.AcademicKeys.com/r?job=254678>

Downloaded On: Apr. 2, 2025 6:29am

Posted Mar. 21, 2025, set to expire Apr. 13, 2025

<b>Job Title</b>	Vice President of Student Affairs
<b>Department</b>	Student Services <a href="https://www.caspercollege.edu/student-success/">https://www.caspercollege.edu/student-success/</a>
<b>Institution</b>	Casper College Casper, Wyoming
<b>Date Posted</b>	Mar. 21, 2025
<b>Application Deadline</b>	Apr. 13, 2025
<b>Position Start Date</b>	June 2025
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Student Affairs
<b>Job Website</b>	<a href="https://www.caspercollege.edu">https://www.caspercollege.edu</a>
<b>Apply Online Here</b>	<a href="https://www.caspercollege.edu/a-z/hr/job-opportunities/">https://www.caspercollege.edu/a-z/hr/job-opportunities/</a>

**Apply By Email**

**Job Description**

The Vice President for Student Affairs (VPSA) provides strategic leadership and vision for student services and programs at Casper College. Reporting directly to the President, the VPSA is responsible for fostering a supportive, inclusive, and engaging student experience that aligns with the institution's mission, vision, and goals. This role oversees multiple student-focused departments and initiatives, ensuring student success, retention, and overall well-being.

**Essential Duties**

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- Provide executive leadership and direction for student affairs divisions including: strategic enrollment management, campus activities, student support services, financial aid, athletics, counseling, student health, registration and records, campus housing, the early childhood learning center, GEARUP, campus safety, and oversees the student conduct and grievance processes.
- Serves as Title IX coordinator for campus.
- Collaborate with academic affairs and other college departments to enhance student enrollment, retention, and completion rates.
- Lead strategic planning efforts and assessment initiatives to improve student services, ensuring alignment with institutional priorities.
- Advocate for student needs and serve as a liaison between students and senior leadership.
- Manage and allocate financial resources effectively within the student affairs division, ensuring fiscal responsibility and sustainability.
- Cultivate community partnerships to expand student support resources and internship opportunities.
- Stay informed about emerging trends, best practices, and policy changes in student affairs and higher education.
- Represent the college at community events, conferences, and professional associations as needed.

### **Qualifications**

#### **Minimum Qualifications:**

- Master's degree in higher education administration, student affairs, counseling, or a related field from an accredited institution.
- Minimum of 7 years of progressive leadership experience in student affairs or related areas within a higher education setting.
- Strong leadership, organizational, and problem-solving skills with a student-first approach.
- Experience with budget management, strategic planning, strategic enrollment management, and assessment of student success initiatives.
- Knowledge of federal and state regulations related to student affairs, including Title IX, ADA, and FERPA.
- Exceptional communication and interpersonal skills to engage effectively with students, faculty, staff, and external stakeholders.
- Ability to foster a collaborative and innovative campus culture that enhances student learning and development.

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**Preferred Qualifications:**

- Doctorate degree from an accredited institution.
- Progressive leadership experience in student affairs and related areas at a community college.
- Experience in the oversight of athletics

**Work Environment:**

Typical work environment is an office setting requiring normal safety precautions. Non-routine occasional work may be spent around the community and various locations on campus. Short periods of time will be spent outdoors traveling between campus buildings in various weather conditions. Work is usually performed during the normal workday however, early morning, late evening and weekend work may be required. Occasional local, state, and national travel will be required. The noise level is usually minimal.

**Physical Demands:**

Employee is regularly required to sit, speak, hear, use hands and fingers to handle materials and use computer, feel, and reach with hands and arms. Occasional lifting of up to 10 pounds may be required; infrequent lifting of up to 20 pounds may be required (office supplies, paper boxes, etc.). Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**To Apply:**

- Application, complete with 3 references
- Cover Letter
- CV or Resume
- Copies of unofficial transcripts recommended at time of application but required prior to on-campus interview.

**Note to Candidates:**

- Employment is contingent upon a successful background check.
- A presentation and/or open forum may be required at time of interview.
- Official transcripts required upon hire
- This is a full-time, benefited position.

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*Disclaimer: The duties and responsibilities described are not a comprehensive list and the scope of the job may change as necessitated by business demands.*

**Remote Work Eligibility:**

Unless otherwise noted, all positions provide vital support to Casper College and require the successful candidate be available to work on location at the Casper College campus.

Dive into the full details of our benefits [here](#).

**EEO/AA Policy**

**Notice to all applicants:** Casper College is an EEO Employer. Employment with Casper College is contingent upon a successful criminal and sexual offender background check. Jobs at Casper College include full-time and part-time jobs.

*We are not able to offer relocation assistance. Casper College does not sponsor work visas.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**     Andrea Provart  
                     Recruitment  
                     Pauly Group

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**Phone Number** (217) 241-5400  
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