

Job Classification Description

- Communicate with parents and families, other college personnel and pertinent others on behalf of students in matters of student life, crisis or tragedy when appropriate; ensure parental notification of alcohol and other violations as directed by VSC policy and Federal regulations.
- Prepare reports as needed on areas related to student life.
- Participate in internal and external committees, councils, task forces and other groups related to student life programs.
- Keep abreast of current developments in areas related to student services.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Dean of Academic and Student Affairs.