

## 2-8

**OFFICE FOR STUDENT AFFAIRS**

Diane O. Jones, B.S., M.S., Ed.D.	Vice Chancellor for Student Affairs
Alec Price, B.A., M.A.	Associate Vice Chancellor for Student Affairs
Robert Preston Swiney, B.S., M.Ed.	Dean of Students
Abdul Ghaffar, B.A., M.S.	Director of Student Activities
James Bass, B.A.	Assistant Director of Student Activities
TBA	Director of Leadership and Service
Cynthia L. Oxendine, B.S., M.A.Ed.	Director of Chavis University Center
Gwen Simmons, B.S., M.Ed., Ed.D.	Director of Counseling and Testing
George Gressman, B.A., M.S.	Assistant Director of Counseling and Testing
Lisa Schaeffer, B.S., M.Ed., Ed.D.	Director of Career Services Center
Bruce Blackmon, B.A.	Director of Financial Aid
Nancy Starnes, B.A., M.A.	Assistant Director of Financial Aid
TBA	Executive Director of Givens Performing Arts Center
David P. Thaggard, B.A.	Assistant Director of Givens Performing Arts Center
Connie L. Jones, M.D.	University Physician
Cora Bullard, B.S., RN	Director of Student Health Services
Tony Chavis, B.S.	Director of Intramurals/Facilities Manager

2-8.1 Associate Vice Chancellor for Student Affairs

Reporting directly to the Vice Chancellor for Student Affairs, the Associate Vice Chancellor for Student Affairs is responsible for providing leadership to and for the management of the following components of the Division of Student Affairs: Student Activities, judicial affairs and student publications. The Director of Student Activities and Dean of Students report directly to this administrative officer. Special projects and activities are performed as assigned by the Vice Chancellor for Student Affairs.

2-8.2 Dean of Students

In addition to assisting the Vice Chancellor for Student Affairs in carrying out his or her total program, this officer is specifically responsible for the supervision of residence halls, including housekeeping and maintenance, the assignment of on-campus student housing, and Greek Life.

2-8.3 Director of Student Activities

The Director of Student Activities is responsible for the coordination, development, implementation and evaluation of campus programs and activities. Other primary responsibilities include, student leadership development, coordination of the student activities calendar, the Distinguished Speaker's Series, Parents Weekend, advising student organizations on campus, preparing student activity publications and monitoring the Student Government Association budget.

2-8.4 Director of University Center

The Director of the University Center is responsible for the overall management and supervision of the University Center operations; scheduling, supervising, and managing the game room, bowling lanes, lounge and conference areas, information/supply store, computer lab and TV viewing areas; supervising and coordinating the work of the Game Room Manager, Information Supply Store Manager, part-time and student employees. Revenue from the service areas and budgetary fiscal reporting is also the responsibility of the Director of the University Center.

2-8.5 Director of Counseling and Testing Center

The Director is responsible to the Vice Chancellor for Student Affairs for the management and administration of the Counseling and Testing Center. The Director's duties include personal/social counseling services and testing services which are pertinent to the admission and course placement of students.

2-8.6 Director of Career Services

The primary function of the Director of Career Services is to assist students and alumni with career planning and the job search. The Director is available to assist students in deciding their major, assessing their skills and interests, exploring job information and graduate schools, critiquing resumes, developing interview skills and determining job-hunting strategies. The Director is responsible to the Vice Chancellor for Student Affairs.

2-8.7 Director of Financial Aid

This officer is responsible to the Vice Chancellor for Student Affairs for the following duties: meeting with prospective students to explain available programs and making analyses of their individual financial needs; screening and processing applications according to absolute

need and availability of funds; preparing and submitting applications to the Office of Education for federal student aid funds; preparing and submitting annual, quarterly and monthly reports to federal, state and institutional funding agencies; and coordinating the Work-Study program, including assigning students to the various work sites on campus.

The Financial Aid Office is also responsible for counseling veterans and veteran dependents concerning their educational benefits and for certifying to the Veterans Administration enrollment data necessary for these students to receive their monthly benefit checks.

#### 2-8.8 Executive Director of Givens Performing Arts Center

The Executive Director of the Givens Performing Arts Center is responsible to the Vice Chancellor for Student Affairs for the management and supervision of all GPAC professional artist programs and coordinating the facility needs of community and university programs scheduled in the Performing Arts Center.

#### 2-8.9 University Physician

Physician hours for routine treatment are posted at Student Health Services. A nurse is on duty around the clock from 5:00 p.m. on Sunday through 4:00 p.m. on Fridays.

#### 2-8.10 Director of Student Health Services

The Director of Student Health Services is responsible for the operation of Student Health Services and the care and treatment of students.

#### 2-8.11 Director of Intramurals

The primary purpose of the Intramural Director/Facility Manager is to administer the University's Intramural Department for the Office of Student Affairs and to supervise, coordinate, process, and approve all aspects of facility use within the Jones Athletic Complex for both the Health, Physical Education, and Recreation Department and Department of Athletics.