

## A.3 Administrative Organization

**Date**  
8/19

### Office of the President

The president is the chief educational and administrative officer responsible to the University of Southern Indiana Board of Trustees for the organization, administration, operation, and development of the University. The president also provides oversight to the University's Athletic programs.

### Office of the Provost

The provost is responsible for the general administration, organization, and development of the academic and instructional services of the University. The Office of the Provost is responsible for coordinating and supervising the administration of the Colleges of Business, Liberal Arts, Nursing and Health Professions, and Science, Engineering, and Education, Registrar, the Division of Outreach and Engagement, School of Graduate Studies, David L. Rice Library, Institutional Analytics Office, Career Services and Internships, Center for Adult Learner Success, Center for Excellence in Teaching & Learning, Office of Sponsored Projects & Research, and Center for International Programs.

### Office of the Vice President for Finance and Administration

The vice president for Finance and Administration administers all business and financial affairs of the University, including budget control, financial accounting, information technology, purchasing, operation and maintenance of facilities, property/casualty and general insurance coverage, public safety, campus store, food services, rental properties, and supervision of new construction on the campus. The vice president also coordinates and supervises the administration for the human resources department, which includes the following areas: Equal Employment Opportunity and Americans with Disabilities Act, Employee Benefits, Compensation, and Payroll. As treasurer for the Board of Trustees, the vice president is responsible for the receipt and custody of all University funds and payment of all claims against the University.

### Office of the Vice President for Student Affairs

The vice president for Student Affairs is responsible for developing, coordinating, and implementing programs and functions which seek to facilitate the academic and personal growth and development of students. The vice president coordinates and supervises the administration of the following departments: Dean of Students, University Health Center, Center for Campus Life, Counseling and Psychological Services (CAPS), Housing and Residence Life, Religious Life, Recreations, Fitness, and Wellness, and the Multicultural Center, Director of Pathways to College Program.

### Office of the Vice President for Development and Alumni Engagement

One of the main responsibilities of the Office of the Vice President for Development and Alumni Engagement is to provide staff assistance and guidance for the USI Foundation, founded in 1968 as the official gift-receiving agency of the University. As an Indiana not-for-profit corporation, the USI Foundation promotes, receives, invests, and disburses gifts for the benefit of the University. The Office assists with University personnel and students who are

involved in private solicitations of any kind with detailed fundraising plans, such as dates, prospective donors, and dollar goals and serves as a clearinghouse for prospective donors, both individual and corporate. It also publishes the Annual Report and Honor Roll of Donors and provides for other donor recognition.

## Office of the Vice President for University Marketing and Communication

The Vice President for University Marketing and Communication is responsible for leading the following areas:

University Marketing Strategy - University branding and licensing; marketing and advertising and College and department Content Marketing Specialists.

University Strategic Communication - University Communications-internal and external, including media relations, social media, public relations, and Photography and Multimedia.

University Creative and Print, including graphic design, client services, printing services and the USI copy center.

The vice president also provides oversight for Community Engagement and Special Projects, Athletic Communications, Athletic Marketing and Fan Engagement, University Web and Digital Content, and Special Events and Scheduling

## Office of the Chief Government and Legal Affairs Officer

The Office of the Chief Government and Legal Affairs Officer represents the interests of the University to elected officials and the legislature at the local, state, and federal levels. The office is responsible for interacting with local, state, and federal agencies and offices concerning issues of importance to the University. This office also oversees the Indiana Access to Public Records Act, Title IX, and Affirmative Action.

## Office of the Vice President for Strategic Enrollment Management

The Vice President for Strategic Enrollment Management provides strategic leadership for the Offices of Undergraduate Admissions, Student Financial Assistance, New Student and Transitional Programs, and University Division which includes five academic-based, first year advising centers, Academic Skills, Career Counseling, and Student Support Services.