

# Administrative Organization

Date

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## Office of the President

The president is the chief educational and administrative officer and is responsible to the University of Southern Indiana Board of Trustees for the organization, administration, operation, and development of the University. The president 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, the Division of Outreach and Engagement, Graduate Studies, Library, and 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: Affirmative Action, Equal Employment Opportunity and Americans with Disabilities Act, Title IX, 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: Career Services and Placement, Career Counseling, Admission, Student Financial Assistance, Dean of Students, Health Services, Counseling Services, Housing and Residence Life, Registrar, Religious Life, Intramurals and Recreation, Multicultural Center, Student Development Programs, and Student Wellness.

## Office of the Vice President for Development

One of the main responsibilities of the Office of the Vice President for Development 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 Communications

The vice president for University Marketing and Communications is responsible for strategic leadership for University branding and licensing; marketing and advertising and University Communications-internal and external, including media relations, social media, public relations, and Photography and Multimedia. The vice president also supervises Creative and Print Services, including graphic design, client services, printing services and the USI copy center. The vice president provides oversight for Community Engagement and Special Projects, Athletic Communications, Web Services, Special Events and Scheduling Services and Alumni Relations and Volunteer USI.

## 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.