Position: Provost and Vice President of Academic and Student Affairs
Department: Office of Academic and Student Affairs
Reporting Authority: University President

Position Status: Full-time, Unclassified

Qualifications:
- Earned doctorate or terminal degree from an accredited institution.
- Teaching and scholarly record to support eligibility for tenure.
- Experience in an administrative position in a collegiate setting.
- Experience in working with budget allocation and related decision making.
- Proven record of innovativeness and team building.
- Ability to provide leadership and meet challenges presented in a higher education setting.
- Understanding and experience with accreditation processes and requirements.
- Evidence of understanding of the importance of student recruitment, retention, and integrity of academic programs and services.
- Excellent written, oral, and interpersonal communication skills.

Job Description:

1. Assists the President in fulfilling the university’s educational mission.

2. Administration and supervision of the academic colleges and other units within the Academic and Student Affairs division. (Enrollment Management, Institutional Effectiveness, Institutional Research, Library, Research and Governmental Relations, University Police).

3. Works closely with the Office of Business Affairs and University Services, the Office of University Advancement, the Office of Information Technology, and the Office of Budgeting in administering academic programs.

4. Participates in governing board meetings and represents the university at specific events as requested.

5. Is a member of the President’s Senior Staff and serves as chair of the Academic Advisory Council. The Academic Advisory Council is responsible for development and implementation of policies, procedures, and programs impacting the educational mission of the university. The VPASA disseminates approved policies and procedures to appropriate personnel.

6. Responsible for maintaining competency with respect to knowledge of NCAA rules, ensuring compliance with NCAA rules, and reporting to the Compliance Coordinator any knowledge of violation of NCAA, Southland Conference and/or institutional rules.
7. The VPASA understands that actions that violate NCAA rules will result in disciplinary or corrective actions as set forth in the provisions of the NCAA enforcement procedures.

Revised 3/6/13