

Associate Vice President for Academic Affairs
Old Dominion University

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Job Title	Associate Vice President for Academic Affairs
Department	Academic Affairs http://www.odu.edu
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Feb. 13, 2018
Application Deadline	Mar. 13, 2018
Position Start Date	Available immediately
Job Categories	Associate Vice-(Provost/Chancellor)
Academic Field(s)	Academic Affairs
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Job Description

Old Dominion is located in Norfolk, Virginia, a vibrant metropolitan region of coastal Virginia. The institution is a state-assisted, Carnegie doctoral/research-extensive institution with a strong focus on student success and learning. The institution is proud of its rigorous academic programs, strategic partnerships, and active civic engagement. Its 25,000 students form a diverse and multicultural community within seven academic colleges. ODU's programs are offered on the main campus, at higher education centers in the region, and through a high quality and growing distance learning program.

Reporting to the Provost and Vice President for Academic Affairs, the Associate Vice President for Academic Affairs serves as the Chief Financial Officer of the Academic Affairs Vice Presidential division of the University providing financial and management services in areas of budgeting, resource allocation, full time faculty and faculty professional position allocation and recruitment process , adjunct

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faculty payrolls, graduate student assistantships and tuition waivers, faculty appointment letters, workload analysis, review and approval of contracts administrative agreements, space and capital planning, and special project and management studies integrating performance and financial data. The Associate Vice President serves as the principal liaison to Deans, University Offices (Legal, HR, IT, Budget, Finance, Procurement, Risk Management, etc.) and Research Foundation on all financial and data management initiatives. The Associate Vice President manages a \$200 million budget and directly supervises five full-time staff members.

A Master's degree in business, finance, public administration or a related area and progressively responsible financial management experience in a higher education organization or closely related academic services area are required. The ideal candidate will possess strong leadership, personnel management, and budgetary skills; significant experience with enterprise information systems; and the ability to improve service administration through technology. In addition, candidates will recognize the inherent complexity of challenges in the higher education world while striving to promote sound portrayal of facts and analyses to inform and enhance decision-making opportunities and management choices; be a good listener who truly values the input of all stakeholders; and be committed to making informed decisions and creative problem solving. In addition, familiarity with evolving higher education financial models promoting accountability and incentives would be a plus.

Review of applications will begin March 13, 2018 and will continue until the position is filled. A resume with an accompanying cover letter may be submitted via the Spelman Johnson website at www.spelmanandjohnson.com/open-positions. Nominations for this position may be emailed to Mark Hall at mah@spelmanjohnson.com. Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Spelman Johnson
Old Dominion University - Associate Vice President for Academic Affairs
Mark A. Hall, Vice President

Visit the Old Dominion University website at www.odu.edu

Old Dominion University is an equal opportunity, affirmative action institution and requires compliance with the Immigration Reform and Control Act of 1986.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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