

Assistant to the Provost
SUNY College at Plattsburgh

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Posted Sep. 4, 2020, set to expire Jan. 6, 2021

Job Title	Assistant to the Provost
Department	Academic Affairs https://www.plattsburgh.edu/about/offices-divisions/academic-affairs/provost/index.html
Institution	SUNY College at Plattsburgh Plattsburgh, New York
Date Posted	Sep. 4, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Academic Affairs
Job Website	http://jobs.plattsburgh.edu/postings/11353
Apply Online Here	http://jobs.plattsburgh.edu/postings/11353

Apply By Email

Job Description

About Our College: Situated in one of the world's most beautiful regions - SUNY Plattsburgh's main campus is on Lake Champlain between the Adirondack Mountains of New York and Green Mountains of Vermont. SUNY Plattsburgh is a vibrant, public, comprehensive college, and member of the State University of New York's (SUNY) comprehensive system of higher education committed to student-centered academic excellence. While the college enrolls more than 5,500 students in 70+ baccalaureate, certificate, and master's programs, an average class size of 22 students allows the individual attention necessary to ensure that its graduates are educated to succeed in an increasingly complex, multicultural and interdependent world.

About The Position: The Office of the Provost & Vice President for Academic Affairs invites

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applications for this twelve-month Management Confidential position with a targeted start date of November 2, 2020. The Office is responsible for the coordination and development of quality academic programs and services to meet the needs of students preparing for life in the 21st century. The Assistant to the Provost covers an interesting array of duties focused on both budgeting and personnel within Academic Affairs. The successful candidate works closely with academic deans, program directors, the provost, and Budget & Financial Reporting Services to: coordinate and assist in the preparation of the division's annual budget request; monitor and assess expenditures during the fiscal year and recommend changes in allocations as appropriate; review purchase requisitions and travel authorizations; prepare fiscal reports as requested; and advise the Provost on fiscal matters related to Academic Affairs division. Responsibilities also include collaboration with Human Resource Services and union representatives to monitor and manage recruitment and evaluation activities for the Academic Affairs division, compliance with Joint Labor Management agreements, as well as organization of new faculty and department chair orientations. As an institution that delivers challenging and high-quality educational experiences to a diverse group of learners, the successful candidate must demonstrate an understanding of and sensitivity to diversity and gender issues.

SUNY College at Plattsburgh is a fully compliant employer committed to excellence through diversity.

To learn more about this position and to apply, please visit <http://jobs.plattsburgh.edu/postings/11353>

EEO/AA Policy

SUNY College at Plattsburgh is a fully compliant employer committed to excellence through diversity.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Crystal Lytle
Human Resource Services
SUNY College at Plattsburgh
101 Broad Street
912 Kehoe Building



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