

Assistant Provost for Academic Programs and Student
Affairs (Job S#303)
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=187269>

Downloaded On: Aug. 12, 2022 8:04pm

Posted Jun. 14, 2022, set to expire Oct. 14, 2022

Job Title	Assistant Provost for Academic Programs and Student Affairs (Job S#303)
Department	
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	Jun. 14, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Provost/Chancellor
Academic Field(s)	Student Affairs Academic Affairs
Job Website	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/assistant-provost-for-academic-programs-and-student-affairs-job-s303

Apply By Email

Job Description

Position: Assistant Provost for Academic Programs and Student Affairs
Department: Office of the Provost

Status: Full-time

Special Qualifications

In keeping with the President's commitment to Tuskegee University becoming "One Tuskegee", the ideal Assistant Provost for Academic Programs and Student Affairs will possess the willingness to use their expertise in transforming Tuskegee into a leading 21st century living and learning environment.

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Essential Job Duties and Responsibilities:

This position resides in the Office of Academic Affairs and responsible for managing academic program issues and activities for all the degree disciplines at Tuskegee University. The position is also responsible for handling student issues related to grades, faculty instruction, and satisfying graduation requirements. The position reports to the Sr. Vice President for Academic Affairs.

Manage all academic degree programs including program reviews, annual reports, accreditation, and curriculum issues;

Manage course and curriculum changes, developments, and Senate approval process;

Manage the university catalog, VA reporting, and other online documentation of academic programs;

Develop and issue the Academic Calendar for approval and distribution;

Manage summer course offerings and approvals, course audits, and collaborate with other university units;

Assist with the operation of the Quality Enhancement Plan/REACH Center;

State goals and reposting to the budgeting office;

Manage inter-institutional MOUs, external partnerships with other colleges for joint degree and transfer programs, and support new program development;

Manage student academic issues such as grade changes, appeals, registration (drop/add), student conduct, examinations, faculty instruction quality, and other academic actions related to student achievement and success;

Manage and host Scholarship Convocation, and other special events by the Office of Academic Affairs;

Work productively with the office staff of academic affairs;

Other duties as assigned by the Supervisor

Qualifications:

Associate Professor status in any discipline at the university;

Experience in academic program development and accreditation activities;

Knowledge of policies and procedures for faculty, staff, and students;

Working knowledge of modern office practices and administrative procedures at Tuskegee University;

Mastery of common computer and software programs within the academic office;

Excellent communication skills and the ability to work with faculty and students with regard to customer service;



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Salary

Commensurate with education, training and experience

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. **

Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Office of Human Resources

Attn: Employment/Recruitment

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: employment@tuskegee.edu

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment.

Must be able to pass a background check.

Contact Information

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

Contact