

Assistant Vice Provost of Advising and Success
University of California Santa Cruz

Direct Link: <https://www.AcademicKeys.com/r?job=234035>

Downloaded On: May. 16, 2024 9:54am

Posted Apr. 2, 2024, set to expire Jul. 31, 2024

Job Title Assistant Vice Provost of Advising and Success
Department Office of Campus Advising Coordination
Institution University of California Santa Cruz
Santa Cruz, California

Date Posted Apr. 2, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate Vice-(Provost/Chancellor)
Vice-(President/Provost/Chancellor)

Academic Field(s) Student Affairs
Academic Advising

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Job Description

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Assistant Vice Provost of Advising and Success

Location: Santa Cruz

Job ID: 66794

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JOB POSTING

Please note: UC Santa Cruz has partnered with Berkeley Executive Search in this search process. Confidential inquiries, questions, and nominations should be addressed to Berkeley Executive Search, at executivesearch@berkeley.edu. Application materials should include a resume and a letter of interest and must be submitted via this job posting by following the instructions below. Candidates are encouraged to submit their materials as soon as possible; all applications received by Initial Review Date will receive full consideration. The search will continue until the position is filled.

HOW TO APPLY

For full consideration, applicants should attach their resume and cover letter when applying for a job opening. For guidance related to the application process or if you are experiencing difficulties when applying, please review the [Applicant Resources](#) on our Talent Acquisition website.

- [How to Apply](#)
- [Troubleshooting](#)
- [Tips for Applicants](#)
- [FAQ's](#)

INITIAL REVIEW DATE (IRD)

Application materials submitted by 11:59 pm on the IRD will be routed to the hiring unit for consideration. Materials submitted after the IRD will ONLY be forwarded at the request of the hiring unit. To ensure your application is routed for consideration, submit your materials before 11:59 p.m. on the IRD. Talent Acquisition cannot accept application materials outside of the jobs portal, and is unable to update submitted applications on an applicant's behalf, or forward communications to the hiring units. For more information about the IRD and the applicant review process, [view this link](#).

The IRD for this job is: **04-29-2024**

ABOUT UC SANTA CRUZ

UC Santa Cruz is a public university like no other in California, combining the experience of a small, liberal arts college with the depth and rigor of a major research university. It's known as an

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unconventional place where innovation and experimentation is part of the campus's DNA. That playful, bold spirit still thrives today, all on a campus renowned as among the most beautiful in the world.

DEPARTMENT OVERVIEW

The Division of Undergraduate Education's Office of Campus Advising Coordination works to create an environment in which academic advising can take place effectively across the UC Santa Cruz campus. The office directly supervises advisors in the colleges, each of which includes a team of generalist academic advisors. The office also collaborates with advisors and leadership in departments, divisions, and student service units, and with campus infrastructure. The Office directs its efforts toward improving policies, procedures, and tools; supporting programs and innovations aimed at student success; and providing training and development opportunities for undergraduate academic advisors. It does this work through the efforts of an academic advising team, an honors and research opportunities team, and a strategic advising initiatives team.

The Division of Undergraduate Education (UE) is a complex organization comprised of Campus Advising Coordination, Summer Session, Colleges Academic (Cowell, Stevenson, Crown, Merrill, Kresge, Oakes, Porter, Rachel Carson, College Nine, and Lewis), Enrollment Management (Undergraduate Admissions, Orientation Programs, and Financial Aid), Office of the Registrar, and the Educational Partnership Center (EPC General, EAOP, K-12 Regional Alliances, Research & Evaluation, K-12 STEM, MESA, CAL-SOAP, CRLP, and GEAR-UP). The division has a budget of \$30 million and includes more than 300 staff, students, and faculty personnel, each one of whom helps students to be successful.

More information can be found at: <https://advising.ucsc.edu/index.html>

JOB SUMMARY

Under the general direction of the Vice Provost and Dean of Undergraduate Education, the Assistant Vice Provost for Academic Advising and Success (AVP) is the academic advising leader for the campus, providing guidance and direction to units that provide undergraduate academic advising for 17,000+ undergraduates. The AVP convenes the Undergraduate Academic Advising Council, oversees several advising offices, and develops the long term organizational goals for academic advising on campus. With the Vice Provost and Dean of Undergraduate Education and Global Engagement and other campus leadership, identifies and addresses campus-wide advising opportunities and challenges with the goal of supporting undergraduate success, persistence, and graduation. The AVP works to support a culture of continuous improvement and a student-centered approach in undergraduate

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academic advising.

The AVP is responsible for financial and budget oversight, including management of both permanent and temporary state funds, extramural grants, and ensuring effective use of campus IT resources.

APPOINTMENT INFORMATION

Budgeted Salary: \$154,100 - \$184,000/Annually. Salary commensurate with skills, qualifications and experience.

Under California law, the University of California, Santa Cruz is required to post a reasonable estimate of the compensation for this role. The salary shown above is the budgeted amount the University reasonably expects to pay and the salary extended should not exceed this posted amount.

Benefits Level Eligibility: Full benefits

Schedule Information:

- Full-time, Fixed
- Percentage of Time: 100%, 40 Hours per Week
- Days of the Week: Mon-Fri
- Shift Includes: Day

Employee Classification: Career appointment

Job End Date: None

Work Location: UC Santa Cruz Main Campus / Hybrid

Union Representation: Non-Represented

Job Code Classification: EXEC ADVISOR MGR 1 (005955)

Travel: Up to 25% of the time

JOB DUTIES

- **45% - Strategic Leadership**

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Determines the long and short term goals and objectives of undergraduate academic advising on the UCSC campus, and convenes the UC Undergraduate Academic Advising Council. Advises senior management and the academic senate on far-reaching academic policies, practices, and procedures. Collaborates broadly across functions and divisions. Promotes professional academic advising as a key element of student success, and advocates for resources, development, and continuous improvement. Develops the advising community as an innovative, student-centered team that embraces our commitments to UCSC Principles of Community, including diversity, equity, and inclusion. Promotes assessment of academic advising to ensure it supports campus goals of retention, graduation, and the elimination of equity gaps.

- **35% - Management and Operations**

Directs the Office of Campus Advising Coordination. Provides supervision, leadership, and strategic direction for advising within the Division of Undergraduate Education's ten colleges. Develops ongoing and project budgets. Manages approximately \$4 million annually made up of state, private, and grant funding. Makes decisions on performance, salary actions, hiring decisions and other human resources related issues of managed staff.

- **20% - Student Success Initiatives**

Develops, oversees, and advocates for a variety of student engagement and success programs, including the Koret Scholars Program, a degree completion program, three-year pathways, peer advising programs in the colleges, and several proactive retention and graduation initiatives.

REQUIRED QUALIFICATIONS

- Bachelor's degree.
- Demonstrated leadership skills, including change management and consensus-building. Highly effective verbal communication skills, with demonstrated skill in tact and diplomacy.
- Excellent project management skills, including complex projects with a multitude of stakeholders.
- Broad knowledge of financial analysis, reporting techniques and human resource planning.
- Highly effective written communication skills; with demonstrated attention to detail.
- Advanced analytical / problem-solving skills. Ability to assess business processes, identifies operational gaps, and implement improvements.
- Strong commitment to diversity and inclusion, with an understanding of the challenges faced by diverse student populations in higher education.
- Five or more years of demonstrated progressively responsible experience in academic advising and success initiatives in an institution of higher education, resulting in advanced knowledge of academic advising approaches and common challenges and opportunities for advisors and advising programs.

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PREFERRED QUALIFICATIONS

- Master's degree in an area related to academic advising or higher education, or equivalent knowledge as gained through a combination of education and professional experience.

SPECIAL CONDITIONS OF EMPLOYMENT

- Selected candidate will be required to pass a pre-employment criminal history background check.
- Ability to work long periods of time at a computer with or without accommodation.
- The selected candidate will be required to work primarily on campus, with periods of remote work possible based on operational needs. If a hybrid work schedule is confirmed, the selected candidate must be able to work successfully from a home/remote office and be able to fulfill the requirements of the UCSC telecommuting agreement.
- Selected candidate will be required to complete training within established time frames as directed including UC compliance training.
- Ability to travel within a defined regional or service area.
- Ability to travel nationally.
- The University of California has implemented a [Vaccination Policy](#) covering all employees. Employees, including new hires, are required to comply with any applicable policies relating to the University of California vaccine program.
- Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes, and related definitions, requirements, and responsibilities may be obtained [here](#).

SAFETY STATEMENT

All UCSC employees must understand and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

EEO/AA

The University of California is an Equal Employment Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion,

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sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.

APPLICANTS ARE REQUIRED TO USE THE UCSC ON-LINE PROCESS

View full job description and access on-line application:

https://careerspub.universityofcalifornia.edu/psp/ucsc/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB

To ensure review of application materials by the hiring unit, they must be submitted on or before the initial review date (IRD) via the Staff Employment Opportunities web site; <https://jobs.ucsc.edu>. A computer is available at the UC Santa Cruz Staff Human Resources Office located at Scotts Valley Center. The Scotts Valley Center is located at 100 Enterprise Way, Suite E100, Scotts Valley, CA 95066. To learn more or to request disability accommodations, call 831-459-2009. Hearing impaired are encouraged to use the California Relay Service at 800-735-2922. UC Santa Cruz is an Equal Opportunity Employer.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.

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Contact Information

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

Contact

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