Philander Smith College

POSITION TITLE: Associate Vice President for Academic Programs and Student Success (AVPAPSS)

EMPLOYMENT TYPE: Administrative

SUMMARY OF POSITION:

The Associate Vice President for Academic Programs and Student Success (AVPAPSS) in the Office for Academic Affairs at Philander Smith College is a 12-month appointment that reports directly to the Vice President for Academic Affairs. This position is responsible for managing academic program quality, issues, and activities for all the degree disciplines at Philander Smith College. The position is also responsible for handling student issues related to faculty instruction, grades, and satisfying graduation requirements. The position reports directly to the Vice President for Academic Affairs.

DUTIES AND RESPONSIBILITIES

- Manages all academic degree programs including program reviews, annual reports, accreditation, and curriculum issues;
- Coordinates and manages course and curriculum changes, developments, and the Faculty Senate/Academic Affairs approval process;
- Manages all Academic Affairs student records and registration matters such as grade changes and appeals, registration, student conduct, examinations, faculty instructional quality, and other academic actions related to student achievement and success;
- Manages the College catalog and the online documentation of academic programs;
- Provides leadership in integrating new technologies in teaching to the campus and manages the faculty processes pertaining to the College’s LMS and electronic textbook providers;
- Manages the orientation for full-time and part-time faculty;
- Oversees Faculty Academic Advising Process;
- Coordinates course offerings for final approvals, course audits, and collaborates with other College units;
- Coordinates and hosts Honors Convocation, and other special events by the Office of Academic Affairs;
- Attend regional, statewide, and national meetings to maintain professional growth and represent the College.
- Serve on institutional committees as directed by the VPAA or the President.
- Perform other duties as assigned by the VPAA or the President.

REQUIRED QUALIFICATIONS:

- A terminal degree in a relevant field.
• Candidate will have at least five to seven years of progressive experience in teaching at the higher education level.
• Proven track record of successfully developing and implementing new academic programs, conducting academic program reviews, developing and managing faculty development programs and initiatives, and experience creating and managing student academic success initiatives.
• Candidate will have extensive leadership experience with online education and new technologies for teaching.

OTHER DESIRED QUALIFICATIONS:

• A record of academic achievement in an academic discipline meriting appointment as an assistant, associate, or full Professor in an academic school.
• The successful candidate will be innovative, energetic, and collaborative, and demonstrate the ability to communicate effectively with many different audiences and constituencies.
• Ability to establish a student-centered learning environment that promotes the highest standards of the profession and is responsive to student issues, work independently and as an effective team member and leader, handle multiple priorities, and develop and maintain effective and constructive relationships with aligned departments, faculty and administration throughout the institution and in the community.
• Understanding of the instructional, research, and creative needs of higher education; demonstrated success in obtaining grants; demonstrated effectiveness working in a multi-cultural environment; and evidence of strong commitment to the goals of urban public higher education serving diverse populations.
• The Associate Vice President for Academic Programs and Student Success must have the ability to work independently, exercise discretion and sound judgment in decision-making, respond to critical matters effectively, and represent the school in a professional manner. Must be committed to a collaborative work environment and high-quality service to constituents.

HOW TO APPLY:

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, current vitae, and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format. You may also mail your information to:

Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202

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