



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: ASSISTANT PROVOST/ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS

Position Summary:

The Assistant Provost/Assistant Vice President for Academic Affairs reports to the Provost and works closely with the Provost to provide support in the various responsibilities of that office; to ensure the success of students in achieving their educational, career, and professional goals; and to achieve, with the academic and administrative leadership, a high standard of excellence in instruction, enrollment management, and student services.

The Assistant Provost works closely with the Provost in performing administrative responsibilities in the preparation, development, execution, and maintenance of academic policy, and the evaluation for excellence in all academic and academic support programs. Responsibilities include assisting in short- and long-range strategic planning; assisting in the development of funding strategies for academic programs; and assisting in the development and coordination of faculty programs and development initiatives, global initiatives, selected College ceremonies, and an ever-expanding academic online programming and coordinated website presence. The Assistant Provost works closely with the Provost in providing leadership and direction to the academic divisions, academic departments, and associated activities, including the Divisions of Education, Humanities, Natural Science, and Social Science; the First Year Experience Program; Enrollment Management; and Library Services.

Experience/Qualifications:

- Earned doctorate from a fully accredited institution of higher education.
- At least five years of increasingly responsible experience in administrative leadership, with at least five years of successful teaching experience or equivalent in an accredited institution of higher education.
- Demonstrated ability to effectively manage complex academic and student-centered programming.
- Demonstrated leadership exemplified by the successful implementation of student success initiatives, derived from best practices and national initiatives.
- Demonstrated ability to effectively work, interact and lead in a team environment with evidence of collaboration and transparency.
- Demonstrated commitment to the principles of diversity in programs, administrators, faculty, staff, and students.
- Effective time management and organizational skills.
- Excellent written and oral communications skills and public speaking ability.
- Knowledge of current trends in higher education, including matters impacting student life, such as campus and religious life, Title IX, and related programming.

- Proficiency in the use of computers with knowledge of educational innovation and technology used in higher education.
- Working knowledge of HBCUs.
- Tenure and rank of Associate or Full Professor desired.
- Commitment to the mission and vision of Tougaloo College.

Date of Position Opening: August 21, 2018

Application Deadline: Until position is filled

Salary: Commensurate with experience

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

Fax Documents to: (601) 977-7866

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

HR/03/07/18