



TOUGALOO COLLEGE
Tougaloo, MS 39174

NOTICE OF JOB OPENING

Assistant Provost & Vice-President of Academic Affairs

Position Summary:

The Assistant Provost & Vice President for Academic Affairs (AP/VPAA) will report to the Provost and will work closely with the Provost in providing support in the various responsibilities of that office to ensure the success of students in achieving their educational, career and professional goals, and the academic and administrative leadership to achieve a high standard of excellence in instruction, enrollment management, and student services.

The AP/VPAA will work closely with the Provost in providing leadership and direction to the academic divisions, academic departments, and associated activities, which include the Divisions of Education, Humanities, Natural Science and Social Science; the First Year Experience Program, Library Services, and TRiO Programs.

Responsibilities:

- Supports the Provost in overseeing the implementation of the College's vision and strategic priorities.
- Acts on behalf of the Provost and in his absence assumes responsibility for the assigned programs.
- Helps the Provost in articulating the long-term vision and plan to inform the development of Academic Affairs.
- Helps with the efforts to promote the Principles of Accreditation of the Southern Association of Colleges and Schools, Commission on Colleges, and other specialized accreditation bodies.
- Provides support for the development, implementation, and enhancement of the College's assessment activities to ensure the identification of expected outcomes for student retention, college completion, educational programs, and the provision of evidence of improvement based on analyses of the data.
- Helps with the development, integration, and implementation of online education in the delivery of education.
- Helps to ensure the success of the College's graduate programs and explore opportunities for growth in this area that are aligned with the College's mission and vision.
- Advises the Provost on all relevant matters regarding academic.
- Completes other duties as assigned by the Provost.

Required Experience/Knowledge/Skills:

- Earned doctorate from a fully accredited institution of higher education.
- At least five years of increasing responsibility and 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 a complex academic student service office.
- Demonstrated leadership exemplified by the successful implementation of academic 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 and programs, administrators, faculty, staff, and students.
- Demonstrated initiative and willingness to work independently as a part of the academic affairs compliance development team.
- Effective time management and organizational skills.
- Excellent written and oral communication skills and public speaking ability.
- Knowledge of current trends in higher education, including matters impacting academic affairs, accreditation, curricular design, human resources, title 9, and related programming.
- Proficiency in the use of computers with knowledge of educational innovation and technology used in higher education.
- Commitment to the mission and vision of Tougaloo College.

Date of Position Opening: January 22, 2024
Application Deadline: Until position filled
Salary: Commensurate with experience
Job Listings: <https://www.tougaloo.edu/about-tougaloo-college/jobs>
***Email App/Resume/Cover Letter to:** TougalooCareers@tougaloo.edu
Physical Address: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

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