



Job Announcement

Provost/Executive Vice President for Academic Affairs

Job #1310020

Close Date: 04/30/2014
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Position Information

Location	Highland Business Center
Hours	Monday - Friday, 8:00 a.m. - 5:00 p.m.
Salary	Salary Commensurate Upon Experience.
FLSA Status	Exempt
Other	Pre-Employment Criminal Background Checks are required for all Staff and Faculty positions.

Job Purpose

The Provost/Executive Vice President is the College's Chief Academic and Student Affairs Officer and reports directly to the President/CEO. He/she represents the President in his or her absence. The Provost/Executive Vice President has broad and comprehensive responsibilities for the success of students in achieving their goals. Strategies to discharge these responsibilities include, but are not limited to strategic academic planning, directing the growth of academic and student affairs programs, the development of academic policy, the fiscal management for the academic enterprise, and advocating for faculty and student rights and responsibilities. The Provost is expected to provide the academic and administrative leadership to achieve a high standard of excellence in instruction and student services. He/she fosters collaboration with faculty, staff, students, and external communities to promote student success through research, use of best practices, evaluation, continuous improvement, shared governance, and student success strategies. Serves as a member of the President's Leadership Team.

Education Qualifications

Required

Must have an earned doctorate from a regionally accredited institution.

Work Experience

Required

At least five (5) years of increasingly responsible experience in academic administrative leadership: Including at least five (5) years successful teaching experience, or equivalent, in an accredited institution of higher education.

Experience in developing an academic vision and creating effective planning and implementation processes linked to that vision;

Demonstrated ability to effectively manage a complex academic/student service organization;

Commitment to collegial, consultative processes in a shared-governance environment;

Demonstrated ability to effectively manage a complex academic/student service organization;

Experience with the operational and financial management of a complex academic institution including strategic planning, policy development, budgeting, and personnel administration;

Demonstrated commitment to the principles of diversity and ability to implement a diversity plan;

Evidence of commitment to collaboration and transparency; and

Evidence of effective collaboration with external stakeholders.

ACC Benefits Overview

Full-time Faculty and Staffing Table employees who work in full-time and/or part-time positions at the College are eligible for ACC medical benefits effective the first of the month after their first 90 days of employment. ACC benefits include medical, dental, life insurance, short and long term disability, retirement plans and AD&D.