



POSITION POSTING

June 22, 2021

POSITION TITLE:

Provost & Executive Vice President for Academic Affairs

DIVISION:

Academic Affairs

OCCUPATIONAL SUMMARY

Reporting to the President, the Provost & Executive Vice President for Academic Affairs serves as a member of the President's Administrative Cabinet and the institution's Chief Academic Officer. Responsibilities include articulating an academic vision and providing leadership in academic planning, development, and administration for the Division of Academic Affairs. Critical components of this charge include ensuring accountability for student learning outcomes, encouraging and supervising academic innovation, overseeing faculty development initiatives, and leading in the strategic planning for, implementing, and continually reviewing all instructional programs.

This position supervises others.

ESSENTIAL JOB FUNCTIONS

1. Serves as the Chief Academic Officer for all academic areas and functions of the University, including faculty, academic programs, and academic support offices and activities of the undergraduate and graduate programs.
2. Provide leadership, direction, and policy formation to develop and implement successful academic programs and services that are responsive to student, market, and regional workforce needs. This includes program review and improvement, accreditation, and self-evaluation, assessment of student learning.
3. Provide leadership in fiscal management for the division of Academic Affairs to include academic personnel decisions, budget development, and fiscal accountability.
4. Lead multi-disciplinary departments and represent the Division of Academic Affairs effectively to the educational, business, and non-profit constituencies.
5. Work collaboratively with other institutional leaders to integrate academic, service learning, and career development-focused offerings within a cohesive educational program.
6. Enhance the viability of faculty through professional development opportunities.
7. Lead the strategic development and integration of alternative academic programs and offerings, including continuing education offerings for non-degree seekers, certificates, and certification programs, stackable credentials, dual enrollment, etc.
8. Provide leadership, coaching, and active, hands-on management for the Academic Affairs Division to increase the capabilities and improve the effectiveness of this group.
9. Lead and oversee all academic recognition programs and ceremonies of Martin University, including but not limited to Commencement, Honors Convocations, and Baccalaureate Services.
10. Create the annual Operational Plan for the Division of Academic Affairs, providing leadership and direction in achieving priority institutional objectives for the division. Evaluate progress toward goals and objectives.
11. Complete Projects and duties as assigned by the President.
12. Attend Board of Trustees meetings; prepare agenda materials and reports.
13. Perform other duties as assigned.

MINIMUM REQUIREMENTS

1. Doctorate Degree from an accredited college or university in a related field.
2. Significant work experience in a senior level higher education administration role such as dean, chair or similar institutional administrator role.
3. Thorough knowledge of the accreditation process.
4. Strong leadership skills and the ability to coordinate and lead multiple offices and direct employees in support of institutional goals.
5. Knowledge of trends and developments in higher education and demonstrated commitment to higher education.
6. Impeccable judgment and integrity, and ability to manage confidential information.



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MINIMUM REQUIREMENTS CONTINUED:

7. Proficiency in the use of research, statistical analysis and information technologies.
8. Demonstrated skills in the development of academic policies and programs, curriculum development, strategic planning, strong management skills, and the ability to relate effectively with multiple constituencies.
9. Exemplary written and verbal communication skills.
10. Exceptional interpersonal, teambuilding, and problem-solving skills.
11. Knowledge of budget forecasting, preparation, and administration.

PREFERRED QUALIFICATIONS

1. Minimum of five (5) years of senior administrative level leadership experience in higher education.
2. Documented evidence of the following: leadership and interpersonal skills; ability to promote collegiality and build consensus; ability to promote and achieve a visionary set of goals for the college; ability to plan, direct, and evaluate a complex operation; and ability to solicit external funding via grants, gifts, and partnerships.
3. Demonstrated knowledge of Adult Learner principles, practices, and teaching methodologies.

APPLICATION PROCESS

This position is full-time. Location-based in Indianapolis, Indiana

Interested persons may apply by submitting a resume and contact information to:

Martin University
Office of Human Resources
2186 N Sherman Drive
Indianapolis, IN 46218
Email: hresources@martin.edu

This position is open until filled.