



Provost & Vice-President for Academic and Student Affairs

The Provost & Vice President for Academic and Student Affairs serves as chief academic officer of the University and provides leadership for the University's program of student support services, residence life and student activities. The Provost serves as an advocate for the creation and maintenance of a learning centered environment and the development of the "total" student. As chief academic and student affairs officer, the Provost organizes, monitors, and coordinates all aspects of the University's academic program, including the curriculum, educational policies, academic budget, and academic personnel; and implements goals, policies, regulations and programs in the areas of student housing, religious life, student activities, student health center, student support services, which includes counseling, placement, and testing, and oversees all aspects of enrollment management, including admission and retention of students. Serves on the President's Cabinet, the Budget and Planning Committee and other committees as assigned.

This position reports directly to the President of the University. The Provost & Vice President for Academic and Student Affairs directly supervises the Associate Provost, the Dean of the College of Arts and Sciences, the Dean of the School of Business and Technology, the Dean of Student Affairs, the Dean of the University College, Director of Library and Media Services and the directors of special programs.

Responsibilities

Academic Affairs duties and responsibilities:

- Honor the legacy and promote the mission and vision of the University as a historically black university that is affiliated with The United Methodist Church, the United Church of Christ, and the United Negro College Fund;
- Oversee the continuous implementation, assessment, and revision as appropriate of all academic priorities in the University's strategic plan;
- Strengthen faculty recruitment, evaluation and accountability, and professional development;
- Engage the University in continuous academic program review and curriculum development;
- Promote vitality and success throughout the University by elevating the importance of student learning outcomes;
- Participate in the planning and continuous implementation of a comprehensive, integrated marketing program to tell the University's story, build its reputation, attract potential students, attract exceptional faculty members, cultivate friends, and secure external funding;
- Build on the current technological infrastructure in ways that strengthen the uses of technology in teaching and learning, including appropriate involvement in distance learning;
- Support the use of technology in academic administration to document and assess the effectiveness of policies and procedures
- Plan and implement an effective, institution-wide program that fosters student retention;
- Implement any changes necessary to meet the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS);
- Foster trust, collaboration, and cooperation among faculty, administration, students, and the greater community;
- Under the aegis of current administrative policies, undertake initiatives with for-profit and non-profit agencies when such partnerships enhance and promote the well-being of the University;

Student Affairs duties and responsibilities:

- Provide strong leadership and creative vision for the implementation of a comprehensive and effective student affairs program for the University;
- Encourage and direct staff in establishing, achieving and assessing viable goals and objectives that advance the University in the achievement of its mission and strategic plan;
- Develop, coordinate, promote, and monitor the budgets for the programs and services of student affairs;
- Seek funding through grant writing to support and enhance Student Affairs programs and services;
- Promote the intellectual, cultural, personal, and social development of students while enhancing their physical and psychological well-being through programs and services that support clarification of personal values, identity, and intellectual growth;
- Keep the President apprised of student attitudes, general student morale, and student discipline.

Enrollment Management duties and responsibilities:

- Provide strong leadership and creative vision for the implementation of a comprehensive and effective admission and retention program for the University;
- Encourage and direct staff in establishing and achieving viable goals and objectives that advance the University in the achievement of its mission and strategic plan;
- Develop, coordinate, promote, and monitor the budgets for the programs and services of enrollment management;
- Plan and implement an effective, institution-wide program that fosters student retention;
- Participate in the planning and continuous implementation of a comprehensive, integrated strategic enrollment, retention and marketing plan for the University.

Qualifications

- Earned Ph. D. or its equivalent;
- University or college teaching experience in incumbent's professional field;
- Minimum of three years administrative experience as Provost, Vice President for Academic Affairs or Dean;
- Demonstrated commitment to educational and faculty excellence;
- In-depth understanding and appreciation of liberal arts education and commitment to it;
- Leadership experience in curriculum development, assessment and accreditation;
- Track record of innovative leadership with students and staff; effective oral and written communication skills;
- Experience in administration, supervision or coordination of student support services and programs desirable
- Commitment to the mission of the University, to the leadership of the President, and to the potential of each student for academic achievement.

Salary: Competitive salary range and comprehensive fringe benefits package.

Application Procedure: Candidates should submit a letter of interest establishing qualifications for the position, a current resume, transcripts, and an HT application. HT applications can be found at <http://htu.edu/offices/human-resources>. This position is open until filled. Forward application packets to: humanresources@htu.edu or by mail to Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt requested if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.