Associate Provost of Academic Affairs

Job Code 50009502

General Description
Responsible for coordinating personnel and budgetary matters in Academic Affairs

Examples of Duties
Advise the Provost.
Manage daily operations in Academic Affairs.
Make decisions regarding academic budgets and personnel, including faculty appointments.
Supervise personnel in offices of the Provost and Faculty Records.
Coordinate reviews and statements to internal and external audiences.
Conduct special studies including policy impact analysis.
Develop and conduct information sessions.
Monitor and oversee budgeting process in Academic Affairs, including management of accounts.
Monitor and oversee faculty workload reporting.
Oversee Academic Affairs policies and procedures.
Represent the Provost in the Provost's absence.
Serve as liaison between Academic Affairs and other university divisions, Faculty Senate, and Council of Chairs.
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Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Academic policies and procedures; budget development and planning; academic department and college operating procedures; faculty workload; strategic planning methods; HR policies and procedures; intermediate math; automated computer systems.
Skill in: Directing the work of others and motivating output; establishing rapport with a variety of clients; working as a team member on most tasks of job; public speaking; critical thinking; identifying problems or concerns; time management; leadership.
Ability to: Read, understand and interpret quantitative and qualitative research and legislation, policies and procedures; prepare clear and concise reports and research; negotiate; prioritize workload; interpret statistics; analyze data and information to form recommendations; design materials and develop strategies to facilitate planning and decision making; negotiate.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities, including academic achievements in scholarly/creative work, teaching, and service that qualify the individual for appointment in an academic unit at the rank of professor.
Prior academic administrative experience at level of department chair or higher.

2/6/2013