

The Texas State University System
Office of Academic and Health Affairs
Austin, Texas

Assistant Vice Chancellor

Position Description

The Assistant Vice Chancellor is a member of The Texas State University System (TSUS) Office of Academic and Health Affairs (AHA), located in Austin, TX. The position works under the immediate supervision of the Vice Chancellor for Academic and Health Affairs to help guide and support System Administration and TSUS component institutions in creating and sustaining excellence in academic and health affairs, research, service, and student success.

Essential Duties

- Lead and coordinate key projects and manage initiatives in support of the Office of Academic and Health Affairs, TSUS, and its component institutions.
- Develop and implement strategies that support component institutions and TSUS achieve key performance goals and priorities.
- Provide guidance to help improve and sustain high quality academic and health programs across TSUS that lead to increased student access and success.
- Analyze and monitor data and information related to institutional and system performance.
- Work collaboratively to design, plan and implement effective academic, health, and student success strategies.
- Enhance relationships and partnerships between and among TSUS's state colleges and universities.
- Promote and strengthen diversity, equity, and inclusion initiatives at all levels.
- Assist with the development of policies and practices to enhance mental health and wellness programming at TSUS and its component institutions.
- Research state and national higher education trends and develop policies related to academic and health affairs.
- Draft policy and research studies, white papers, and other written reports and communications.
- Support the Vice Chancellor for Academic and Health Affairs in working with the TSUS Board of Regents and preparing for Board of Regents meetings.
- Work with system and institution leaders in the review, revision and development of policy, programs and initiatives that target and support institutional and TSUS desired outcomes.
- Participate in and make recommendations to short- and long-term strategic planning of the Office of Academic and Health Affairs, particularly related to student access and success, online education and open educational resources, student affairs, and the use of data and technology to promote and sustain educational excellence, research, and service.
- Assist in managing external System-wide academic and health related partnerships and communications with the Texas Higher Education Coordinating Board.
- Represent TSUS on AHA related issues with external stakeholders and provide advice on state and national trends impacting higher education.
- Perform other duties necessary to support the TSUS Office of Academic and Health Affairs.

Education and Experience Required

- Doctoral degree in a related field.
- Ten (10) or more years of recent, progressively responsible professional experience in higher education or an equivalent combination of education, training, and experience.
- Teaching, research, and service experience.
- Academic affairs experience.

Experience/Skills Required

- Thorough knowledge of institutional and Texas policies, procedures, rules, and regulations related to general academic institutions (e.g., THECB, Texas Education Code, etc.).
- Previous experience in working with faculty and academic leadership on curriculum, program development, and related academic affairs and student success initiatives.
- Ability to serve on system and statewide work groups and represent the system at state, national, and international conferences and convenings.
- Ability to develop, explain, and interpret policies and procedures.
- Ability to conceptualize, plan, and make sound decisions.
- Ability to work independently, follow through on assignments, and prioritize, plan, and manage projects to meet established deadlines.
- Knowledge of emerging trends and innovations in higher education, particularly related to collaborative programming, transfer, the use of technology, pedagogical strategies to improve teaching and learning, effective models to promote student access and success, online education, curriculum development, and the use of high impact practices.
- Experience with assessment and accreditation (SACSCOC) standards and expectations.
- Attention to detail, with strong prioritization skills.
- Ability to think both creatively and analytically in resolving complex issues.
- Strong data analysis and analytical skills.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and the ability to develop and maintain effective working relationships.
- Ability to work collegially with diverse constituencies, exhibiting a commitment to geographic, economic, and cultural diversity, and with individuals at all organizational levels.
- Ability to collaborate cross-functionally with System and institutional leadership and representatives and offices, particularly related to business affairs, government relations, legal, marketing and communications, institutional research, sponsored programs and services, student affairs, and online education.
- Ability to work energetically in a fast-paced environment.
- Ability to work at a computer during work hours with knowledge of Microsoft Office applications.
- Ability and eagerness to travel and meet with representatives at component institutions.
- A focus on value-added and timely service.

Salary and Benefits

Salary is commensurate with qualifications. Customary and usual state employee benefits apply, including but not necessarily limited to health insurance, annual and sick leave.

The Texas State University System

Established in 1911, The Texas State University System is the first higher education system established in Texas. Beginning as an administrative means to consolidate the support and management of state teacher colleges, the System has evolved into a network of higher education with seven component institutions stretching from the Texas-Louisiana border to the Big Bend region of west Texas. Our component institutions, with a combined enrollment exceeding 87,000 students, are:

Emerging Research University:

- Texas State University, including Campuses in San Marcos and Round Rock.

Comprehensive Universities:

- Lamar University in Beaumont;
- Sam Houston State University in Huntsville, including an Educational Center in The Woodlands and a College of Medicine in Conroe; and
- Sul Ross State University in Alpine, Del Rio, Eagle Pass, and Uvalde.

State Colleges:

- Lamar Institute of Technology in Beaumont;
- Lamar State College Orange; and,
- Lamar State College - Port Arthur.

Filing Applications

Interested applicants should email their resume and cover letter to:

Dr. John Hayek
Vice Chancellor for Academic and Health Affairs
The Texas State University System
Email: john.hayek@tsus.edu

Additional Information for Applicants

- The Texas State University System is a tobacco-free/drug free workplace.
- A criminal history background check may be required for finalist(s) under consideration for this position.
- The Texas State University System is an “at will” employer.
- If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification.

THIS POSITION WILL REMAIN OPEN UNTIL IT IS FILLED.

The Texas State University System is an Equal Opportunity Employer