



## **Assoc VP, Academic Success & Dean, Univ College**

### **Job Code 50038628**

#### **General Description**

Serve as the dean of University College and to provide division-wide leadership in the area of academic success, including oversight of student success initiatives and offices, including Student Learning Assistance Center and Testing, Evaluation, and Measurement Center.

#### **Examples of Duties**

Provide leadership for the strategic, academic, and administrative affairs of the college and reporting offices.

Recruit, develop, and retain qualified faculty and staff to enhance contributions and maintain effective administrative, advising, and support services.

Serve as chief fiscal agent and steward of the college and office resources by reviewing and authorizing annual budgets, resource allocation, expenditures, and budget priorities.

Build and strengthen relationships with internal and external stakeholders to support the college and offices strategic goals.

Foster an innovative, collaborative, and inclusive environment that values and leverages diverse perspectives to attract and retain faculty, staff, and students.

Perform other duties as assigned.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Athletic certification, Texas State UPPS Honor Code, Code of Student Conduct, and Student appeals process.

**Skill in:** Problem solving and decision making; establish rapport with others.

**Ability to:** Read and interpret legal documents, memorandums, policies, procedures, and requests; maintain confidentiality; communicate effectively.

#### **Experience and Education**

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.

#### **Other Requirements**