Assistant Vice President, Academic Services

Job Code 50016751

General Description
The Assistant Vice President for Academic Services manages all programs associated with Academic Services.

Examples of Duties
Oversee the Athletic Academic Center, Common Experience, General Education Council, Student Learning Assistance Center, and the Testing, Research-Support and Evaluation Center including Academic Testing for Students with Disabilities (ATSD).
Oversee the University Honors Program, Emerging Stars Program, and the Honor Code.
Council Assist with the Bobcat Preview.
Represent the Academic Affairs Division on the Student Information System (SIS) project.
Serve on the Behavior Assessment Team.
Handle student appeals, grievance and complaints referred from the Office of the Provost.
Sponsor the Alpha Chi Honor Society.
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