

# Job Posting

Position	Department	Reports to	FTE	FLSA Class
Associate Provost	Academic Affairs	Provost	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

**Scope of Responsibilities:** This role involves high-level leadership in academic areas, including strategic planning, academic engagement, policy development, and operational management to support the Provost and Office of Academic Affairs.

**General Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

## A. General Duties:

1. Provide leadership in implementing and accountability for aspects of the institution's strategic plan relevant to each academic school as well as participating as a member of senior leadership.
2. Provide leadership and coordination of all the school's program proposals, program reviews and accreditation reports. Aggregate the results which includes interpreting and advising on practices, standards, policies, regulations, and recommendations as well as guidelines and accreditation needs. This will include making recommendations to the Provost, Chief Financial Officer, and the board of trustees.
3. Assume primary responsibility for implementing and evaluating regional and specialized accreditation standards within the school. This includes coordination with the institutional lead HLC officer and other accreditation officers.
4. Representing the Provost to internal constituents in faculty meetings, development sessions, and other academic-related events. This includes acting as a resource and facilitator for Deans and other academic areas.
5. Managing special projects assigned by the Provost, including the campus-wide policies and part-time and full-time faculty handbooks. This also includes work with student affairs, admission, marketing, and other departments to establish yearly academic calendars for the institution and the faculty.
6. Serving the Provost's Office by coordinating and monitoring course releases, sabbatical requests, faculty agreements, faculty development plans, and maintaining academic record-keeping in collaboration with Human Resources as well as oversight of the academic catalog.
7. Provide analytical support on budgetary marginal revenue analysis, ensure that classes are adequately populated with students, lead the efforts to provide timely reimbursement agreements with all part-time and full-time faculty, and approvals of budgeted school funds.
8. Providing high-level comprehensive and confidential advice on various academic and administrative issues, including serving as a liaison between faculty, advancement and the President's office as it pertains to institutional grants.
9. Provide leadership in coordinating all faculty meetings, school meetings, and academic procedures with committees to ensure timely voting on new policies and new programs by the full-time faculty.
10. Supervise the school's full and part-time faculty and administrative employees, including interviewing, hiring, and training employees; planning, assigning, and directing work; coaching, appraising performance, rewarding, and disciplining employees; addressing complaints; and resolving problems in collaboration with Human Resources.

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11. Each year, manage the collection and dissemination of surveys, nominations, and the assignment of the appropriate committees as well as assigning faculty awards.
12. Develop a thorough understanding of academic aspects of Grace College including but not limited to, academic programs, general education, prior learning assessment, and the management of First Year Experience (FYE) courses and the needs of both the students and professors.
13. As directed, prepare briefings, reports, and/or resolutions on issues as it relates to academic programming for Senior Administration and the Board of Trustees.
14. Work with the Provost and Directors of the Office of Teaching and Learning to both support and amplify efforts related to faculty development and engagement in the areas of responsibility for this position.
15. Other duties as assigned by the Provost.

## B. Supervision:

1. Supervision of academic relationships with institutional partners, including RIZE, Bethel, Purdue, and John Patrick University.
2. Provide oversight and direction to the Office of Teaching and Learning, including faculty development efforts, biblical integration, cross-cultural competence, and humility, as well as the institutional efforts to advance towards effective and ethical use of AI.
3. Oversight of Student Success and Engagement & Career Services, Accreditation, and Academic Camps.

## Qualifications:

### A. Minimum:

1. Terminal degree commensurate with discipline.
2. Two years effective teaching experience in higher education or equivalent professional experience in training/education.
3. Demonstrated leadership and administrative skills.
4. Commitment to liberal arts education.
5. Active scholarly activities, research, and/or professional experience highly desired.
6. Clear support of institutional mission.

### B. Preferred:

1. Professional credentials and/or licensure commensurate with discipline.
2. Fundraising and recruitment experience.
3. Experience in accreditation activities related to the department.

**Status: Full Time; Exempt**

**A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to [employment@grace.edu](mailto:employment@grace.edu).**

**Posted: 8/26/2024**