



JOB DESCRIPTION

TITLE: Provost
DEPARTMENT: Academic and Student Affairs
REPORTS TO: President
SUPERVISES: None
STATUS: Exempt
CLASSIFICATION: Administrative Staff
F.T.E: Full Time

Mission Statement: *"Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service."*

Villa Maria College Core Values: *"Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace."*

POSITION SUMMARY:

Villa Maria College is seeking a dynamic and visionary leader to serve as Provost, responsible for overseeing both Academic Affairs and Student Affairs. The Provost will play a pivotal role in enhancing the overall student experience and ensuring the alignment of academic and co-curricular programs with the College's mission and strategic goals. The Provost is a member of the President's Cabinet, serving as a key member of the executive leadership team.

ESSENTIAL RESPONSIBILITIES:

1. Academic Leadership:

- Provide visionary leadership for all academic programs and academic departments, ensuring alignment with the College's mission, values, and strategic goals.
- Foster a culture of academic excellence, innovation, and continuous improvement.
- Supervise all academic chairpersons and faculty.
- Supervise all academic affairs directors, including the offices of the library, registrar, institutional research, educational technology, and workforce development.

- Collaborate with academic chairpersons, faculty, and Faculty Senate to develop and implement curriculum enhancements that meet industry standards and emerging trends.
 - Oversee the proceedings of the Academic Council, the college's official body for all academic policy and curriculum matters.
2. **Student Affairs Oversight:**
 - Supervise, provide leadership and strategic direction for all student affairs offices, including areas such as student activities and student life, counseling services, and career services.
 - Collaborate with Student Affairs professionals to create a supportive and inclusive campus environment that promotes diversity, belonging, student engagement and academic success.
 - Oversee initiatives that enhance the overall student experience, including co-curricular programming.
 3. **Strategic Planning:**
 - Contribute to the development and implementation of the College's strategic plan.
 - Assess current academic and co-curricular offerings, identifying opportunities for program expansion and development.
 - Work closely with the President and other senior leaders to align academic and student affairs priorities with institutional goals.
 4. **Faculty Development and Support:**
 - Support the recruitment, development, and retention of high-quality faculty.
 - Foster a positive and collaborative academic environment that encourages research, scholarship, and professional development among faculty.
 - Oversee faculty evaluation processes and provide support for professional growth.
 5. **Student Success:**
 - Collaborate with the Student Success Center and Student Affairs to enhance the overall student experience.
 - Implement initiatives that promote student success, retention, and timely degree completion.
 - Advocate for the integration of experiential learning opportunities into academic and co-curricular programs.
 6. **Accreditation and Compliance:**
 - Ensure compliance with accreditation standards and requirements for both academic and co-curricular areas.
 - Collaborate with appropriate stakeholders to prepare for accreditation reviews.
 - Oversee the development and maintenance of academic and student affairs policies and procedures.
 - In concert with the Assistant Vice President for Academic Affairs, act as the official liaison to NYSED, the Middle States Commission for Higher Education, and specialized accreditors.
 7. **Budget Management:**
 - Work closely with the Vice President for Finance to develop and manage the academic and student affairs budgets.

- Allocate resources efficiently to support academic and co-curricular priorities and initiatives.
8. **Community Engagement:**
- Cultivate partnerships with external organizations, industry leaders, and the broader community to enhance academic and co-curricular programs and opportunities for students.
 - Represent the College in academic, professional, and community circles.
9. **Other:**
- Support the philosophy and objectives of the College.
 - Participate in College functions.
 - Serve on committees of the College.
 - Perform duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- A Doctorate or other terminal degree in field (e.g., M.F.A.) is required.
- Proven leadership experience in higher education administration, preferably at the level of Dean or Provost.
- Strong understanding of accreditation processes and requirements.
- Excellent communication, interpersonal, and collaborative skills.
- Demonstrated ability to lead and manage change.
- Commitment to diversity, equity, and inclusion in all aspects of academic and student affairs.
- Ten (10) years experience working in higher education administration is preferred.
- The position requires a highly motivated, dedicated, and enthusiastic person who will assist faculty in the development and delivery of technology-enhanced courses; provide expertise and guidance in a wide variety of instructional technology applications; facilitate workshops; and assist in the support of an online/blended system.

WORK ENVIRONMENT:

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

SALARY RANGE: \$105,000 - \$115,000 Annually

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin,

marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.