Job Title: Associate Provost for Undergraduate Studies and Student Success

Job ID: 13566

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI), a comprehensive senior college of The City University of New York, seeks an experienced, visionary, and collaborative leader to assume the position of Associate Provost for Undergraduate Studies and Student Success.

About the College of Staten Island:

The College of Staten Island (CSI or the College) is a City University of New York (CUNY) senior College organized around two academic divisions and three professional schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and professional doctorate degrees, and in collaboration with The CUNY Graduate Center, numerous PhD degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The Associate Provost for Undergraduate Studies and Student Success provides oversight and strategic leadership for the Center for Advising and Academic Success (CAAS); the Accelerated Study in Associate Programs (ASAP) initiative; several student academic support offices including the Office of Academic Support, the Percy Ellis Sutton SEEK Program, C-STEP, and Liberty Partnership Programs; three CSI honors programs; Learning Communities; and the Bertha Harris Women's Center. The Associate Provost reports to the Provost and Senior Vice President for Academic Affairs and serves as a member of the Deans' Council and Provost's Council.

Specific responsibilities of the position include the following:

- Lead efforts in the Division of Academic Affairs to ensure continuous improvement in the delivery of academic student support programs
- Oversee coordination and collaborative efforts among the units listed above in support of student success
- Provide leadership in evaluation and improvement of administrative processes supporting academic programming and services
- Provide leadership for the units listed above in identifying and securing external resources to support student success efforts
- Assist the Provost by chairing, convening, and/or serving on committees, task forces, councils, etc., related to undergraduate programs and/or student success
- Working with Deans and department chairs, provide support, analysis, and feedback to academic programs in developing feasibility of new undergraduate programs

QUALIFICATIONS

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.
Preferred Qualifications:

At a minimum, the successful candidate will have:

- An earned doctorate from an accredited institution and a strong record of academic achievement appropriate to a tenured senior faculty appointment in the College
- Demonstrated commitment to, and experience with, programs in support of academic student success, including academic advising
- Evidence of a strong commitment to a multicultural student body and service to the urban community
- Excellent skills in oral, written, and interpersonal communication

In addition, the following attributes are strongly preferred:

- Collaborative leadership style and a record of building consensus and supporting productive participatory decision-making
- Demonstrated skills in data analysis in support of program improvement
- Familiarity with data-based program development, best practices in developmental education, and international programs and services

CUNY TITLE

Assistant Vice President

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment," "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume and any additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

Open until filled, with the review of resumes to begin January 15, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.