Vacancy Announcement

Associate Provost/AVP for Institutional Effectiveness, Research & Assessment

Division of Academic Affairs

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 156 years, the University has become a premier urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

Reporting directly to the Provost and Senior Vice President of Academic Affairs, the Associate Provost is an integral member of the strategic academic leadership team. The Associate Provost’s role is to provide leadership and oversight of academic support functions, faculty, staff, and centers/institutes in enabling the success of students at the undergraduate, graduate, and continuing/global education levels.

Duties and Responsibilities:
Specific duties may include and are not limited to the following:

- Works closely with the Provost & Sr. Vice President to manage day-to-day operation of the Division of Academic Affairs and assists in carrying out academic planning, policies, and matters affecting faculty, staff, and other constituents
- Collaborates with other academic leaders on campus (e.g., Deans, Directors) to ensure the development, delivery, and sustainability of new and existing high-quality academic programs and services
- Engages in a variety of key activities associated with leading a first-rate, research-intensive urban university with a strong liberal arts tradition including strategic planning, resource allocation, program development, faculty and staff development, performance evaluation and continuous improvement, just to name a few
- Ensures allocation of appropriate human and fiscal resources to meet strategic objectives, known at VUU as key performance indicators (KPIs) and presidential points of interest (PPIs)
- Develops, metrics, monitors, and evaluates expenditures, reports, and progress toward achievement of major outcomes
- Serves on University and other service committees, taskforces, and groups, sometimes on behalf of the Provost
- Works independently, at times, on special assignments and strategic priorities as assigned

Qualifications:
• Master’s degree in Education, Business, Administration, or a closely related field required; Ph.D. or Ed.D. (or equivalent) preferred
• Minimum three (3) years’ experience in education administration (higher education context preferred);
• Minimum four (4) years teaching experience (preferably postsecondary)
• Experience in distance or online education delivery a plus
• Ability to communicate effectively in both written and oral form
• Strong computer skills on industry-standard software, including MS Office Suite, required
• Experience with student information system (SIS) and learning management software (LMS) such as Canvas and Jenzabar preferred

Salary: Competitive, commensurate with documented experience

Benefits: VUU offers an excellent benefits package which includes affordable medical, dental, and other health insurance options, life insurance, generous leave policy, and education benefits that offer reduced-tuition for employees and dependents.

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include (1) a cover letter that addresses the duties and qualifications of this position (2) a resume or curriculum vita (CV) and (3) contact information (name, phone, email) for at least three professional references. Complete applications should be emailed to Resumes@vuu.edu as a single PDF file. If you have questions about the application, please call (804) 257-5841. If you have questions about the position or role, please contact Dr. Terrell Strayhorn, Provost & Sr. Vice President at academic_affairs@vuu.edu.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu