



Assistant Vice Provost for Student Success Academic Affairs

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

Under the direction of the Provost and Vice President for Academic Affairs, the Assistant Vice Provost for Student Success serves as the Provost's lead administrator for all matters related to student academic success services and strategies, managing the following departments: Academic Advising, Tutoring, Supplemental Instruction, Honor's Program, International Programs, Student Accessibility Resources, and TRIO Programs. The Assistant Vice Provost is responsible for developing, implementing, and assessing a comprehensive vision of student success, persistence, and retention, based on data, evidence, best practices and institutional distinctiveness, as aligned with the University's Strategic Plan. Working collaboratively with the provost, this work will be driven by continuous improvement activities that result in measurable student success outcomes.

This is an at-will, essential, FLSA exempt, full-time, benefits eligible position.

Responsibilities for the Assistant Vice Provost for Student Success

- Delivers an intentional and comprehensive package of a programmatic components that foster measureable student success.
- Uses research based on student success reforms to guide services and supports aimed at improving student outcomes.
- Provides leadership for holistic, proactive advising activities that function across the student life cycle; supports, intervenes, advocates, and recommends resources and solutions to academic challenges and barriers.

- Promotes data-driven academic success services and programs including supplemental instruction, peer tutoring, academic workshops, as well as academic and success coaching; develops new supports/programs.
- Utilizes predictive analytics and intentional data analysis to strategically enhance the ongoing evolution of various student success models.
- Works to ensure faculty are fully engaged and understand their roles and responsibilities in retaining students and that clear expectations and partnerships are maintained in all areas of Academic Affairs.
- Manages the monthly and annual budget for all reporting units, under the supervision of the Provost and Vice President for Academic Affairs and in alignment with the University's strategic initiatives.
- Ensures teams are working together collaboratively, professional development is prevalent, the vision for the team is clear, and the staff view the Assistant Vice Provost as the trusted leader of the unit.
- Evaluates effectiveness of all programming to ensure that all areas within the unit have effective processes for program review and use of assessment data for continuous improvement.
- Collaborates closely with faculty to plan and facilitate professional development strategies and activities for equity and success that are based on data driven assessment.
- Monitors and evaluate the efficiency and effectiveness of service delivery methods and procedures; assesses, identifies, and implements new initiatives based on data.
- Recruits, hires, trains, retains, inspires, and holds accountable a team dedicated to ensuring the success of all students.
- Other related duties as assigned.

Education and Experience Required

The successful candidate will possess an earned doctorate, previous experience both as a faculty member and in academic administration, with oversight of multiple student service departments.

A minimum of five years of experience in higher education is preferred. The ideal candidate will have a dedicated commitment to and significant experience in developing and implementing comprehensive advising models proven to increase educational outcomes of undergraduate students deemed as special populations.

Salary Statement

\$85,000.00-\$97,000.00 Salary will be commensurate with education and experience.

To Apply

In order to receive consideration, applicants must submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references, etc.) by August 13, 2021. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at 304.766.3156 or hr@wvstateu.edu.