TITLE: Associate Provost: Recruitment, Admissions, and Strategic Initiatives

DEPARTMENT: Academics

SUPERVISOR: Provost

MAJOR PURPOSE:
The Role of the Associate Provost is to work with the Office of the Provost to create and facilitate vision, plans, and infrastructure in support of the University’s expanding outreach to traditional students (residential and non-residential), non-traditional/adult students, and graduate student populations through the facilitation of a variety of delivery formats including traditional face to face teaching, accelerated or degree completion, online, mixed-modal, prior-learning assessments, all of which can be delivered through a variety of extension sites.

The Associate Provost will be qualified for a faculty appointment in one of the University’s academic departments at the rank of associate professor or higher and will be classified as an administrative faculty member with responsibilities as outlined in the job description. Success metrics will be evaluated on the basis of goal achievement as described in the employment contract. Offices relating to and that work in cooperation with this role include adult degree completion, South Bay Center, future Learning Centers yet to be established, and Online and Church Partnerships, and others. The Associate Provost will provide direct supervision and leadership to the University’s Recruitment and Admissions personnel in undergraduate, degree-completion, non-traditional, and graduate programs in support of institutional recruitment and admissions goals.

The Associate Provost will be an exceptional visionary and motivator with a comprehensive knowledge and experience in leading successful University admissions programs. The Associate Provost will also be a skilled innovator who will help to identify market opportunities, as well as design, develop, and implement new strategic outreach initiatives. The Associate Provost will have experience in establishing and conjointly managing new extension sites and learning centers and expanding with quality the university’s outreach and service to broad communities.

RESPONSIBILITIES:
✓ Providing leadership, analysis, and support to facilitate the coordinated and strategic implementation of traditional, adult, graduate, on-line, and non-traditional outreach, recruitment, admissions, and marketing communications activities. This effort will yield:
  o The establishment of 3 strategic extension sites in the Rocklin and/or Bay Area regions over the next 3 years, in cooperation with academic departments and programs;
  o A doubling of the number of enrolled adult students in current and/or new academic programs within 3 years and tripling this number with five-years through aggressive recruitment and admissions, strategic and recommended program design, the establishment of high-demand regional delivery sites, and the continuous review and improvement of university services, programs, and activities that support growth;
  o The strategic leadership of the University’s comprehensive recruitment and admissions departments in order to achieve studied and aggressive University enrolment goals in undergraduate and emerging graduate programs in pursuit of the aggressive growth goals of 10-15% each year over the next five years.
A superintending of the roll out of summer session programming that will deliver a full-range of specialized and general educational academic programs via traditional, accelerated, online, extension-site, etc. by summer of 2014.

- Joint Leadership in the design, development, implementation of and student recruitment for the inauguration of successful, high quality summer programs and activities set for a formal launch in the summer of 2014;
- Development of marketing and recruitment strategies for the elaboration and development of online programming for current and future students (in cooperation with the University’s EdTech Committee and Online studies leadership);
- Working with the Provost and leadership teams to expand infrastructure and services and improve work processes for the benefit of student populations who are accessing learning at Jessup University through traditional, mediated, and emerging delivery vehicles;
- Providing thought leadership for the strategic acquisition of academic partnerships at WJU;
- Fiscal management of the operations and services being supervised and identification of the scalable academic economic engines required to support long term programmatic growth.

QUALIFICATIONS
- Ph.D. or equivalent with appropriate experience and credentials for appointment at the associate professor rank or higher in one of the University’s academic departments;
- Demonstrated and successful experience in leading university admissions departments and efforts including non-traditional, undergraduate, and graduate programs;
- Comprehensive knowledge of university admissions systems and processes that provide a high degree of coordinated customer service (e.g., one-stop-service provision);
- Demonstrated and successful experience in strategic program innovation and outreach leading to the establishment of university extension sites and programs;
- Demonstrated and successful experience in working collaboratively with faculty, academic support staff, and non-academic staff toward the achievement of institutional goals;

SKILLS/ABILITIES:
- Commitment to work in a Christian liberal arts institution
- Ability to prepare and manage departmental budgets
- Ability to communicate effectively with students, staff, faculty and administration
- Demonstrated analytical, problem solving and detail skills
- Excellent oral, written and interpersonal skills
- Technology literacy, e.g. on-line and hybrid courses

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.
WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________  ______________________
Employee Signature                      Date

PENDING AVAILABLE FUNDING