



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

ASSISTANT PROVOST FOR ACADEMIC SUCCESS AND RETENTION

Harris-Stowe State University invites applications for the Assistant Provost for Academic Success and Retention. This position reports directly to the Provost. The Assistant Provost for Academic Success and Retention develops partnerships with university departments, faculty, students and administrators in a collaborative and collegial manner to address the retention and completion goals of the university. The Assistant Provost for Academic Success and Retention supervises the following departments: Office of Career Services, Academic Resource Center (ARC) and Academic Advising.

Responsibilities:

- Develop a comprehensive, data driven retention plan that will significantly increase the retention and degree completion rates of students;
- Provide fiscal management over responsible areas, develop institutional policies and procedures and the necessary vision to increase retention and degree completion rates at HSSU;
- Provide Leadership over first-year programs including the hiring of instructors to teach first-year and junior-year leadership courses;
- Work with the university community to create a comprehensive service learning component embedded in the curricular and co-curricular;
- Develop and maintain policies and procedures for retention and completion including training, communication, assessment and accountability;
- Direct the strategic planning and implementation of total quality improvement initiatives for assigned areas of responsibility;
- Collaborate with executive administration, deans, department chairs, faculty and other campus leaders to ensure quality services and programs to address retention and degree completion;
- Seek alternative funding sources, including fund raising and federal and private grants, to secure additional funding for assigned areas and programs.
- Perform other duties as assigned by the Provost's Office .

Qualifications:

- A doctorate in a relevant field (e.g., higher education, educational leadership, Educational Psychology, Social Work) is required.
- Five or more years of progressive experience including supervision or personnel, budget management and strategic planning and implementation.
- A successful candidate must have a strong working knowledge and understanding of the student retention theory, including current research and best practices.
- Ability to exercise appropriate human relations skills in the university environment.
- Experience in program evaluation and program planning.

Salary commensurate with experience. Excellent benefits package.

Applicants should submit a cover letter summarizing their qualifications and experiences, resume, official transcripts and a list of three professional references to:

Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
314-340-3340
FAX: 314-340-3395

Applications may be downloaded from our web site www.hssu.edu

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER