
VICE PROVOST, ACADEMIC AFFAIRS (ADMINISTRATOR IV – EXEMPT) – RECRUITMENT 3180

California State University, Dominguez Hills is seeking an experienced professional to serve as the Vice Provost, Academic Affairs

Under the administrative direction of the Provost and Vice President for Academic Affairs, the Vice Provost for Academic Affairs is responsible for creating an environment to sustain academic excellence through a collaborative process with various University and community constituencies. The Vice Provost works with faculty, deans, and academic administrators to develop and implement the Academic Affairs Master Plan. The Vice Provost provides leadership to the Division's strategic planning process; to the budgeting process; to program and graduate assessment efforts; to the organization, coordination, and scheduling of classes; and in the area of institutional research. The Vice Provost serves as the University's Accreditation Liaison Officer (ALO) and oversees the University's response to WASC and assists the Colleges in their responses to various accrediting organizations. Other responsibilities include: administration and oversight of the Office for Academic Programs, Office of Institutional Effectiveness and Assessment; academic planning and program effectiveness; administration and planning of instructionally related facilities, planning for academic information technology needs; and the development of the class schedule. The Vice Provost is a member of the Academic Affairs Council and serves as the division representative on the University Budget Committee.

CSU Dominguez Hills, an urban university in the twenty-three campus California State University system, is located in Carson, in the South Bay region of Los Angeles County. Its 346-acre campus is situated in the historic Rancho San Pedro, the oldest Spanish land grant in the Los Angeles area. The campus is strategically located in the heart of a major technological, industrial, and transportation complex in Southern California. The area includes the massive Port of Los Angeles and Port of Long Beach—Southern California's gateway to international commerce. Cultural, performance, and sports venues in downtown Los Angeles are about twenty-five minutes away and the South Bay beach communities are a few minutes away to the west and south. The StubHub Sports Center, a 125-acre sports center developed by AEG and home to Major League Soccer's L.A. Galaxy, is located on the CSUDH campus.

With an enrollment exceeding 14,000 students, CSUDH is a federally recognized Minority- Serving Institution as well as a Hispanic Serving Institution and is among the most ethnically diverse universities in the nation: 60% Hispanic, 14.5% African American, 11% White, and 11% Asian/Pacific Islanders.

CSUDH is fully accredited by the WASC Senior College and University Commission (WSCUC) and offers 45 baccalaureate degrees, 24 master's degrees, and a number of certificate and credential programs. While continuing to emphasize the liberal arts and sciences, the university offers professional programs at both the undergraduate and graduate levels. Twelve programs hold accreditations from national professional associations: business administration, clinical sciences, computer science, education, health science, music, nursing, occupational therapy, public administration, social work, special education, and theatre arts. The university is known for excellence in teacher education, nursing, psychology, business administration, and digital media arts. CSUDH is also a national leader in distance education, with ten academic degree programs and seven certificate programs offered online.

Qualifications:

Required Education: Must have an earned terminal degree and the appropriate academic credentials to qualify for appointment as a tenured Professor in one of the Colleges within the Division of Academic Affairs.

Required Experience: Demonstrated significant and successful academic administrative experience at the associate dean level or above and proven leadership ability with considerable experience in preparing significant documents or other reports related to academic programs. Experience in program planning, direction and coordination for policy development and implementation.

Required Knowledge, Skills, and Abilities:

Knowledge of:

Higher education issues and trends
Research and analytical methods.

Ability to:

Work effectively in a multicultural, diverse, complex university environment with staff, faculty and administrators.

Analyze complex problems and to devise innovative solutions

Perceive the implications and potential consequences of various situations and to assess the potential impact of alternative courses of action.

VICE PROVOST, ACADEMIC AFFAIRS (ADMINISTRATOR IV – EXEMPT), ACADEMIC AFFAIRS

Required Knowledge, Skills, and Abilities (continued):

Ability to:

Work independently and as a collaborative and positive team member, be self-directed and results oriented - Perform all the essential functions of this position.

Skill in:

Demonstrated skill and experience in administration and coordination of facilities and demonstrated ability to translate the organization's strategic directions into daily action.

Oral and written communications. Highly effective interpersonal skills.

Consultative decision-making; demonstrated strengths in leadership, planning, and evaluation.

California State University, Dominguez Hills, is an equal employment opportunity employer, and is strongly committed to achieving excellence through a diverse workforce. The University actively encourages applications of all qualified individuals.

California State University Dominguez Hills is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. For more information or definition of these terms please visit:

<http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf>

http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the Human Resources Office at (310) 243-3771 or the Academic Affairs Personnel Services Office at (310) 243-3766.

Clery Act crime statistics for CSUDH are available at <http://www.csudh.edu/dhpd/dhpd.htm>, or by calling University Police at (310) 243-3639.

Upon appointment all candidates must furnish proof of eligibility to work in the U.S.

The California State University is Smoke and Tobacco Free. Smoking, Vaping and other Tobacco use are Not Permitted anywhere on University property. Education Code 42356, CCR Title 5, Article 9

For more information or to apply, please visit <http://www.csudh.edu/employment> or contact Dolores Lopez at (310) 243-3219
