



ANTIOCH UNIVERSITY SEATTLE

## **POSITION DESCRIPTION**

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### **Antioch University Seattle Vice President for Academic Affairs**

#### **Basic Functions**

The Antioch University Seattle (AUS) Vice President for Academic Affairs (VPAA) reports directly to the President and, as the institution's chief academic officer, serves as a key member of the President's Team to provide university-wide leadership. Reporting to the VPAA are one associate dean, the two academic school deans and two academic program directors, the director for the Center for Teaching and Learning, the librarian, the grants officer, director of enrollment services and the registrar's office. Other responsibilities include serving as a member of the Planning and Budget Council and as administrative liaison to the faculty assembly, membership on various institutional governance committees, coordination of strategic planning activities, oversight of curriculum, new program development and accreditation processes, and faculty evaluation and professional development. The VPAA is also responsible for contributing to Antioch University academic initiatives and working with the chief academic officers of the other Antioch University campuses.

#### **Authority and Responsibility**

- Oversee academic areas including the BA Completion Program, School of Education, School of Applied Psychology, Counseling & Family Therapy, the Center for Creative Change, the Center for Teaching and Learning, the Office of Enrollment Services, the Registrar's Office, the Grants Office, and the Library including staff development and team building, long range strategic planning, budgeting, and annual action plans.
- Recommend to the President and President's Team an annual budget for Academic Affairs.
- In collaboration with the President and President's Team, develop, monitor, and update the strategic plan that relates to the Academic Affairs.
- Leads the implementation of strategic and action plans for all Academic Affairs schools, departments, and programs including defining goals, procedures, staffing, budgets, and timetables.
- Serve as an internal and external spokesperson and ambassador for AUS' academic mission and accomplishments.
- Support and facilitate faculty grant writing and application in conjunction with the Grants Office.
- Conduct annual performance reviews for all personnel in the academic affairs division, including a comprehensive faculty annual review process.
- Recommend faculty reappointments and/or non-reappointments to the President.
- Assure that all records and reports for Academic Affairs are maintained including a systematic, accurate record of all components of faculty effort.
- Review and recommend updates to policies and procedures related to Academic Affairs and provides timely progress reports including outcomes-based analysis.
- Oversee all regional and professional accreditation.

- Serve as the campus liaison to the State of Washington Higher Education Coordinating Board.
- Develop and maintain engagements and relationships with community groups, boards, volunteer groups, community/civic leaders, donors, foundations, and other potential funding sources to promote the goals of Antioch University Seattle.
- Serve on Board of Trustees' committees as assigned and provide written and/or oral reports to the Board of Trustees, the University Chancellor's Office, and the University Leadership Council as necessary.
- Serve on the Antioch University Academic Council with the other Chief Academic Officers.
- Nourish positive working relationships among faculty, staff, administrators, and campus committees to support and promote the goals of AUS.
- Contribute knowledge and expertise to the university's marketing initiatives.
- Perform other duties as assigned by the President.

### **Knowledge, Skills and Abilities**

- Earned doctorate from an accredited institution with the credentials to be appointed as a senior core faculty member in one of AUS' academic departments.
- Six to ten years of successful related academic administrative experience.
- Knowledge of and commitment to higher education, and an appreciation of the mission and values of AUS.
- Strong interpersonal and communication skills and experience working with students, faculty, administrators, and community leaders.
- Significant experience in teaching and academic leadership positions that involve graduate programs.
- Knowledge and experience of the development and implementation of student learning outcome and institutional effectiveness assessment.
- Commitment to high integrity, open communication, and a collaborative approach to leadership.
- Demonstrated success in grant writing and fund raising in an academic arena.
- Experience in budget development and management.
- Demonstrated cultural competence and appreciation for diversity in higher education.
- Knowledge of a variety of program delivery models including traditional classroom schedules, intensive residency and blended online approaches and fully online academic programs.
- Demonstrated ability to think conceptually and strategically and to implement strategic plans
- Evidence of vision, creativity, and leadership in administering diverse programs and functional areas, including but not limited to academic departments, admissions, student records, libraries, and grants.