

Associate Provost, Academic Affairs

Job Code: 6433

Salary Grade: A04

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Directs one or more academic affairs functions with campus wide strategic impact, including academic policy, accreditation, and institutional effectiveness. Drives organizational transformation, advises executive leadership, and shapes the campus's long-term academic direction. Associate Provosts at this level provide leadership across a defined portfolio within the Office of the Provost, ensuring alignment of academic operations with institutional priorities and external regulatory requirements.

- Manages personnel across academic affairs, setting strategic direction, ensuring operational alignment, and developing workforce plans that address hiring, retention, and development needs.
- Establishes and advances long-term strategy, key programs, and initiatives for academic affairs, drawing on analysis of higher education trends and emerging priorities to guide adjustments and innovation.
- Leads significant academic affairs initiatives, including program development, policy review, accreditation, governance processes, and institutional reporting; devising solutions to complex challenges requiring cross-functional coordination.
- Advises and provides counsel to senior institutional leaders on academic affairs matters, influencing executive decisions and driving change across multiple organizational levels.
- Engages with external stakeholders, including accrediting bodies, government agencies, peer institutions, and other partners; and represents the Office of the Provost in internal and external meetings, ensuring timely follow-up and execution of action items.
- Collaborates with academic leaders across the institution to ensure alignment with the Provost's priorities and strategic initiatives.
- Reviews and approves academic affairs budgets, ensuring alignment with long-term institutional strategic goals.

Minimum Qualifications

Education:

Required: Requires a graduate degree in related area.

Experience:

Required: 5 years of experience in a related field

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Deep knowledge of higher education policy, academic governance, and accreditation processes.
- Strong strategic planning, analytical, and problem-solving skills with the ability to address institution-wide challenges.
- Excellent written and oral communication skills; ability to represent the institution and the Provost's Office with internal and external audiences.
- Demonstrated ability to manage multiple high-priority initiatives simultaneously and drive results across a complex organization.
- Ability to build collaborative relationships with faculty, staff, administrators, and external partners.

Working Conditions

Physical:

Must be able to engage in repetitive motions and communicate effectively.

Environmental:

Standard office environment. Frequent exposure to pressure caused by deadlines and busy periods. Ability to work effectively with a wide range of constituencies.

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