

Assistant Vice Provost

Job Code: 7338

Salary Grade: S13

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

Responsible for supporting the Provost and senior academic leadership in advancing the institution's academic mission, strategic priorities, and operational effectiveness. The role provides cross-functional leadership, coordinates academic initiatives, supports faculty and student success, and helps ensure effective communication and collaboration across colleges, schools, departments, and administrative units.

- Advises and supports the Provost on academic strategy, policy, planning, and institutional priorities.
- Coordinates major academic initiatives and projects across colleges, schools, and departments.
- Supports development, implementation, and assessment of academic programs and initiatives.
- Assists with academic planning, resource allocation, budgeting, and long-term strategic planning.
- Works collaboratively with deans, department chairs, faculty, staff, and other university leaders.
- Supports faculty development, academic excellence, retention, and institutional engagement.
- Monitors academic metrics and prepare analyses, reports, presentations, and recommendations for senior leadership, including identifying emerging academic challenges and opportunities, assessing their potential impact, and recommending strategic, effective responses.
- Develops, interprets, and implements academic policies and procedures.
- Facilitates communication and collaboration among academic and administrative units.
- Represent the Provost's Office on committees, task forces, and institutional initiatives as assigned.
- Supports accreditation, assessment, compliance, and continuous-improvement activities.
- Performs other duties as assigned, including participation in special projects and other key initiatives

Minimum Qualifications

Education:

- Master's degree from an accredited institution

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 4 years of directly related experience in academic program administration, program management, compliance, curriculum development, or a closely related field, including experience working with databases and complex data sets

Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Knowledge of academic and institutional policies, accreditation standards, regulatory requirements, and outcomes-based assessment practices in higher education.
- Knowledge of campus data systems, data management, and institutional reporting processes.
- Ability to translate institutional priorities into actionable academic strategies and initiatives.
- Proficiency with data analysis and reporting tools, Microsoft Office Suite (Word, Outlook, Excel, Access, and PowerPoint), and project management software.
- Highly developed interpersonal, diplomatic, and influencing skills, with the ability to build effective relationships and navigate complex organizational structures.
- Exceptional written and verbal communication skills.
- Demonstrated ability to prioritize, coordinate, and manage multiple complex initiatives in a dynamic academic environment.
- Strong analytical, organizational, and problem-solving skills, with attention to detail and a strategic mindset.
- Ability to interpret, synthesize, and communicate complex information to support institutional planning, assessment, and continuous improvement.
- Ability to exercise sound professional judgment and handle sensitive and confidential information with discretion and integrity.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

- Ability to collaborate effectively across academic and administrative units and engage stakeholders at all levels.
- Ability to work beyond standard business hours, including evenings and occasional weekends, as needed to meet institutional needs or represent the university.

Working Conditions

- Standard office environment with frequent meetings, collaboration, and interaction across campus departments and units.
- Occasional travel to attend conferences, accreditation visits, and external meetings or to represent the university.
- Frequent use of computers and standard and specialized software, including extended periods of sitting, screen time, data analysis, and other computer-based work.

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