

Associate Vice Provost

Job Code: 8342

Salary Grade: S14

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

The Associate Vice Provost is a senior academic administrative leader who provides strategic and operational leadership for a significant university portfolio. The position advises senior academic leadership, translates institutional priorities into coordinated plans and programs, and works across colleges, campuses, and administrative units to achieve measurable university outcomes.

- Provide strategic leadership for an assigned university portfolio and develop multi-year priorities, implementation plans, performance measures, and resource strategies aligned with institutional goals.
- Advise the Provost and other senior leaders on matters within the portfolio, including emerging issues, risks, policy considerations, resource needs, and opportunities for institutional improvement.
- Lead or coordinate complex initiatives across colleges, campuses, and administrative units; establish governance, roles, decision rights, standards, and accountability appropriate to the assigned portfolio.
- Develop, implement, and assess university programs, services, policies, or operating models within delegated authority and in accordance with academic governance and institutional requirements.
- Build productive relationships with deans, faculty, staff, students, and administrative leaders to align decentralized activity while recognizing the authority and distinctive needs of colleges and other units.
- Establish and monitor relevant outcomes; use data and stakeholder input to evaluate effectiveness, identify gaps, communicate results, and guide continuous improvement.
- Lead assigned staff and manage budgets, vendors, technology, and other resources; develop recommendations for investments needed to advance portfolio priorities.
- Represent the Office of the Provost and the University on internal committees and, as appropriate, with external organizations and partners.
- Perform other strategic leadership responsibilities consistent with the scope and level of the position.

Minimum Qualifications

Education:

- Master's degree in a field relevant to the assigned portfolio.

Experience:

- 10 years of progressively responsible leadership experience in higher education, academic administration, student success, research administration, institutional strategy, or a field related to the assigned portfolio. Including 5 years of senior-level responsibility for strategy, people, budgets, programs, or organizational performance in a complex environment.

Certifications or Licenses:

- none

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

Knowledge, Skills, and Abilities

- Demonstrated success leading complex initiatives across decentralized or cross-functional organizations.
- Demonstrated ability to use data and sound judgment to set priorities, assess effectiveness, manage risk, and make recommendations to senior leaders.
- Record of building productive relationships with senior leaders, faculty, staff, students, and external stakeholders, as applicable.
- Excellent written, oral, facilitation, and executive communication skills.

Working Conditions

- Standard Office Environment
- Regular interaction with the Provost, senior academic leaders, deans, and other executive stakeholders
- Evenings and occasional weekends can be required for major deadlines, university events, or high-priority initiatives.



JOB DESCRIPTION

The UNIVERSITY *of* OKLAHOMA

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