Associate Vice Provost for Student Success, Student Affairs

Job Description

The University of Montana invites applications for an Associate Vice Provost (AVP) to serve as the primary point of contact regarding academic and personal support programs for students and will be responsible for comprehensive retention planning and initiatives. Working across administrative divisions and academic units, the person assigned to this position will build collaborative relationships and develop new campus initiatives in support of university enrollment and retention goals. The AVP will be a critical voice and leader in the identification and development of proposals for external resources to support student success initiatives.

The person in this position will be a student affairs generalist with specific experience in successfully managing data-informed retention and completion programs. The person in this position will have the interpersonal and professional skills to build bridges within and outside of the university community to support enrollment goals. The AVP is expected to engage frequently with individual students and groups, and to be highly visible on campus and to represent the university positively at events on and off campus.

- The AVP will develop strategies for achieving retention improvement, including
  - data collection/analysis
  - involvement of faculty and staff in planning and implementation of new programs
  - evaluating existing and new programmatic opportunities
  - guiding groups of staff and faculty toward shared goals supporting student success
- The AVP will work directly with faculty, deans and other academic personnel to assure that any barriers to student academic success are eliminated and pathways to success are reinforced for students throughout their academic careers.
- The AVP will engage administrative personnel across campus to remove non-academic barriers to student success and to enhance experiences that are demonstrated to promote student success.
- The AVP will work closely with the Enrollment Management team in assuring that our enrollment goals and strategies are supported with robust student success initiatives specifically designed to meet the needs of our incoming students.
- The AVP will actively engage with faculty through frequent committee attendance and outreach/collaboration with faculty engaged in retention initiatives.
- The AVP will provide frequent feedback on progress regarding retention progress to the Vice Provost, the Faculty Senate and Cabinet.
- The AVP will serve as requested on campus-wide committees and working groups, and will represent the Vice Provost as needed in her absence.
- The Assistant/Associate Vice Provost will share responsibility for liaising with ASUM with the Vice Provost for Student Success and will provide counsel to ASUM leadership as needed.

UM is an Affirmative Action/Equal Opportunity employer and has a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of qualified people who would assist the University in demonstrating its five priorities for action: Place student success at the center of all we do; drive excellence and innovation in teaching, learning, and research; embody the principle of “mission first, people always”; partner with place; and proudly tell the UM story.

Position Details
- Position is full-time, 1.0 FTE MUS Contract and includes a comprehensive and competitive benefits package including Insurance package, mandatory retirement plan, partial tuition waiver, and wellness program.
Salary for this position is $110,000 per year commensurate with qualifications.

**Required Skills**

- Ability to comprehensively collect and analyze quantitative and qualitative data in the support of applying relevant information to programmatic improvement and successful initiative implementation.
- Working knowledge of current best practices in student retention and completion programs.
- Demonstrated skills necessary to provide leadership and effective supervision of employees responsible for varying assignments, while in support of the continuous professional development and motivation of managed employees and the proliferated success of the program.
- Demonstrated ability to work in a highly collaborative environment, fostering and developing working relationships with a wide variety of stakeholders throughout the academic, administrative and student community.
- Ability to clearly articulate plans and detailed strategies with clarity and precision.
- Highly developed communication skills (including verbal, written, and interpersonal skills).
- Possess a steadfast commitment to diversity, maintaining an inclusive institutional environment, and a demonstrated ability to work closely and constructively with a wide variety of constituents.

**Required Experience**

- A master’s degree is required.
- Five to seven years’ experience working in a higher education setting, preferably in a Student Affairs generalist role.

**Preferred Qualifications**

- A doctorate degree is preferred.

**How to Apply**

Priority Application Date: May 12, 2019


University of Montana is an ADA/EOE/AA/Veteran's Preference Employer.