



## **JOB DESCRIPTION- ASSISTANT VICE PRESIDENT OF ACADEMIC AFFAIRS**

### **General Description/Primary Purpose**

Reporting to the Provost, the Assistant Vice President plays a key role in academic administration, policy development, strategic planning, program development, and campus-wide initiatives. This position collaborates closely with the Provost to advance teaching excellence and innovative education, overseeing the development and implementation of policies and practices that support effective academic program delivery. The Assistant Vice President also focuses on student success, learning outcomes, and creative strategies to enhance education. The role also provides leadership in activities related to the Higher Learning Commission and institutional effectiveness and assists in managing the Office of Academic Affairs.

**Classification:** Administrative, Full-Time Staff

**Salary:** Commensurate with qualifications, education and experience, plus fringe benefits.

**Appointment:** 12-month appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with a low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC provides the best of both worlds: small-town life with access to big-city offerings.

### **Description of Duties and Tasks:**

1. Coordinate the activities associated with the Higher Learning Commission in order to maintain institutional accreditation.
2. Serve as a member of the Institutional Assessment Committee.
3. Provide oversight of assessment and institutional research as appropriate for regional and specialized accrediting agencies, retention, and state and federal reporting requirements.
4. Provide leadership relative to the planning and preparation of the annual Academic Plan and other required MSC Regents reports.
5. Provide leadership relative to the planning and preparation of the annual Academic Awards Ceremony and Commencement exercises.

6. Provide leadership concerning degree program development, including those with regional Career Technology Centers.
7. Work with public school administrators, counselors, and teachers within applicable academic disciplines related to student achievement.
8. Work with public school administrators, counselors, and teachers to further develop agreements to utilize their respective high schools as site locations for MSC courses.
9. Work with applicable universities to continuously improve and expand our 2+2 degree articulation programs.
10. Supervise and provide leadership concerning certificate/degree programs and micro-credentials related to business and industry needs.
11. Coordinate the ongoing development and implementation of comprehensive program review to assess the college's academic programs.
12. Serve as the UDS Coordinator and IPEDS Keyholder for the institution.
13. Oversee institutional reports for both internal and external use and distribution, including accreditation reporting, state reporting, federal reporting, higher education surveys, UDS, and IPEDS.
14. Serve as an advocate for data-driven decision-making and continuous improvement within the institution.
15. Serve as the Federal Compliance Officer regarding disclosure requirements of the Higher Education Opportunity Act (HEOA)
16. Promote innovative curriculum development, instructional design, and revitalization processes.
17. Interpret academic standards and policies of the college to students, faculty, staff, and constituents.
18. Serve as a member of the academic leadership team and promote cohesiveness and coordination among team members.
19. Advise the Provost on a number of key academic appointments and appeals processes; faculty development, promotion and tenure, retention; enrollment; and other related issues.
20. Represent the college on various councils and committees.
21. Effectively represent the college in the community.
22. Perform other duties as assigned.
23. To meet objectives of online work-related situations, all faculty must have access to 24/7 reliable off-campus Internet.
24. Upon employment, the successful candidate must complete mandatory NIMS (National Incident Management System) training modules IS-100.HE; IS-700.a.

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

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

- Experience with accreditation processes, including a solid working knowledge of outcomes assessment
- Demonstrated successful teaching experience in higher education
- Experience and/or training in teaching students and providing services to a variety of racial and cultural backgrounds
- Excellent written and oral communication skills
- Leadership and administrative experience
- Experience with strategic plan development, process improvement, and change management
- Knowledge of HLC, OSRHE, and federal requirements
- Demonstrated ability to operate a computer and proficiency with various software programs associated with this position. Solid experience with technology, including online/hybridized learning.
- Demonstrate a commitment to excellence in teaching and assessment of student learning.
- Communicate effectively within the department, the college chain of command and with external constituencies.
- Demonstrate a passion for student success and learning that incorporates support for faculty, academic rigor, and high standards.
- Maintain a neat, well-groomed, and professional appearance at all times while performing responsibilities.
- Model an upbeat, positive, and engaging attitude with a solution-oriented, entrepreneurial approach.

## **Other Ergonomic Requirements:**

Performance of job functions related to instruction requires some amount of stooping, reaching, lifting, walking, and carrying supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

## **Hours:**

Generally, weekdays are Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12 noon (37.5 hour work week). However, the expectation is to do what it takes to accommodate institutional activities; evening and/or weekend meetings and events will be scheduled outside the typical workday. Must be able to respond promptly to unforeseen challenges or emergencies outside standard working hours.

## **Qualification Standards:**

- 1. Minimum Educational Qualification:** Master's degree from an accredited institution.
- 2. Preferred Educational Qualifications:** A doctorate or other terminal degree from an accredited institution.
- 3. Minimum Experience:** Strong academic background in teaching, learning, and evaluation. At least five years of successful collegiate teaching experience, excellent written and oral communication skills, leadership, and administrative experience with the Higher Learning Commission (HLC), and within higher education.
- 4. Licenses:** Valid Oklahoma Driver's License, or willingness to obtain.
- 5. Professionalism:** MSC employees are expected to demonstrate dedication to teaching and professional competence, integrity, and enthusiasm in the performance of all responsibilities.
- 6. Image:** MSC employees are expected to always maintain a neat, well-groomed, and professional image.
- 7. Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

## **Application Process:**

1. Letter of application
2. Resume
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

## **Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

## **Application Deadline:**

The position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.