



Associate Provost

**Full time, Contract Position
August 2018 start date**

Eastern Gateway Community College invites applications for the *Associate Provost* position. This is a full-time Administrative Academic position for the College. This position reports directly to the Provost during the Academic Year.

The primary responsibility of an Associate Provost is the oversight of supporting faculty with the process of curriculum development, serve as liaison between the Provost office and the curriculum committee, catalog development, assessment of student learning outcomes and academic program review. This individual will also assist the Provost and the Director of Institutional Research with compliance and regulatory submittals at the state, accreditation, and programmatic accreditor levels.

This individual will serve on college-wide committees and work directly with academic Deans and administrators in a team environment. A member of the Provost Council, this individual will work to create and maintain an open, collaborative, and inclusive college environment focused on student learning and student success. This position will be based on our Steubenville, Ohio campus however, the Associate Provost is expected to travel to the Youngstown campus as needed.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

Essential Responsibilities:

The Associate Provost will:

- Administer college policies within assigned instructional program areas.
- Assist in program development, evaluation, vitalization efforts, development of gainful employment reviews, ROI for programs, and faculty training in data review related to program and community needs.
- Assist in the development and updating of a long-range plan for the instructional programs in line with the college's strategic plan.
- Assist in the development, review, maintenance and upkeep of the college catalog information and other academic publications.
- Manage the assessment process for student learning outcomes at the institutional level.

- Assist the Provost and the Director of Institutional Research in developing, submitting and managing all reporting for compliance and regulatory materials necessary for the Department of Education, Higher Learning Commission, Ohio Department of Higher Education as well as any programmatic accreditors.

Education and Experience:

- Required: Master's degree in Postsecondary Education from a regionally accredited institution. 2-3 years progressively responsible college administrative experience in planning, management, and supervision of academics, curriculum and instruction.
- Preferred: Educational background in curriculum development, instructional design, or postsecondary assessment.
- Preferred: Experience with Higher Learning Commission and with Ohio Department of Higher Education regulations

Conditions of Employment:

- Requires excellent organizational, communication and interpersonal skills. Sensitivity to and acceptance of diverse cultures and individuals is expected and required in this position.
- Must be computer literate and open to the development and implementation of innovative delivery systems and enhanced teaching through advanced information technologies.
- Must be able to work a flexible schedule that may include evenings and weekends. May involve some overnight travel to represent the College at meetings and/or conferences on occasion.
- Possess enthusiasm, dependability, diplomacy and organizational integrity.
- Project a positive image of the college, both on campus and in the community.
- The ability to logic and reasoning to identify alternative solutions to situations and apply creative thinking to the resolution of problems.

To apply

Interested applicants should send a letter of interest, a resume and the names and contact information of at least three (3) professional references to:

careers@egcc.edu

Those wishing to send their material via U.S. Mail, please send to:

Kim Johnson
Human Resources Department
Eastern Gateway Community College
4000 Sunset Boulevard
Steubenville, OH 43952

Internal applicants should include an employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.