Vice President for Academic and Student Affairs

LeMoyne-Owen College

LeMoyne-Owen College is seeking a dynamic, experienced academic leader to serve as its next Vice President for Academic and Student Affairs (VPASA). A member of the President’s cabinet, the VPASA serves a central role in institutional decisions and coordinates with academic- and student affairs constituents to create and support a vision of excellence for the College.

ABOUT THE INSTITUTION

LeMoyne-Owen College is a four-year liberal arts college that provides a transformative experience for students of all ages with a goal of preparing them for future professional endeavors. Our students become graduates—and achievers of the future. We are also a launching pad for success—no matter where a student is on their academic journey.

The LeMoyne-Owen College campus is located within the urban heart of Memphis, yielding a rich cultural vibrancy to our institution. We’re situated in the heart of the historic Soulsville district, where legendary artists once recorded soul classics at Stax Records. Our institution has been a part of the community since opening our doors on Walker Avenue in 1914, with a proud tradition of educating notable alumni, including doctors, lawyers, and politicians. Notably, we are also Memphis’ only historically black college, and are proud to be one of just over 100 such institutions remaining nation-wide.

ABOUT THE POSITION

The Vice President for Academic and Student Affairs (VPASA) is responsible for the academic curriculum of the institution providing leadership to the faculty and students, managing the processes through which teaching is conducted and administered at LeMoyne-Owen College. The Vice President insures that the curriculum appropriately reflects the mission of the college. The VPASA will provide executive-level leadership and vision in the administration of a comprehensive range of services, policies, and procedures related to student and academic affairs programming and planning.

This position will also provide strategic and innovative leadership, as well as guidance and oversight of student support, growth and development services, student programming, enrollment management and other programs.

The VPASA will work closely with the President, other Vice Presidents, Division Chairs, Director of Human Resources, and other departments as necessary. This position has primary leadership responsibilities for planning, implementing and coordinating the educational programs of the college.
While the managerial functions related to curriculum and instruction rest with the Deans/Division Chairs, the VPASA serves as a leader in long-term planning of educational programs, assuring quality of instruction, selection and development of a distinguished faculty, and furthering the strategic plan, the educational plan, and the goals and objectives of LeMoyne-Owen College.

This position is also responsible for fostering the college’s commitment to student success by creating an environment of inclusiveness and support for the college’s diverse student body, enriching student learning, building and maintaining a strong sense of community and belonging.

In this position the Vice President will be responsible for working collaboratively with Chairs and Directors to promote enrollment management as a comprehensive, integrated approach toward enhancing and improving the recruitment, retention and graduation rates of LeMoyne-Owen College students. The candidate in this position will be counted on to provide counsel on all matters pertaining to non-academic student life, including response and assistance to students in crisis situations.

This position will also manage a complex budget and lead a team responsible for a broad portfolio of student support services and related programs. This position requires a highly ethical, trustworthy, credible, and loyal person who respects diverse views and opinions.

This position requires a person who is skilled at delegating responsibilities and authority while maintaining the accountability of multiple direct reports. This seasoned professional has to be skilled at fostering a team environment and is committed to the effective use of technology within academic and administrative environments.

Direct reports include: 5 academic division chairs, dean of students, dean of enrollment management, dean of retention, director/dean of libraries, CPI director, WEB DuBois Honors program, 3 center directors, and an executive assistant.

**SELECTED DUTIES AND RESPONSIBILITIES**

- Supervise all matters relating to curriculum and instruction in the college, including outreach, evening and summer courses, scheduling and overloads;
- Oversee faculty and academic/student affairs, staff recruitment and development activities;
- Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to students and to the community;
- Proven record of success in creating and implementing a vision for a student affairs division at a college or university;
- Provide advisory recommendations to the President on all academic and student affairs appointments, tenure and promotion matters;
- Demonstrated experience integrating student affairs with academic affairs;
• Oversee development and implementation of academic and student affairs strategic planning;
• Provide academic input to institutional enrollment management efforts;
• Coordinate periodic academic program review and work with Division Chairs in the review, study, and development of curriculum, and in the improvement of instruction;
• Advocates and promotes quality instruction, student success, integrated planning, and the expansion of Student Learning Outcomes to meet the educational needs of students in a diverse community college environment;
• Provides oversight of assessment of student learning outcomes and college-wide accreditation;
• Provides innovative and successful academic leadership and vision in instruction and program development;
• Participates in the planning of new facilities for the purposes of instruction and student services;
• Understands and promotes the role and use of technology in both administrative practice and the instructional and co-curricular environment;
• Record of effective and innovative leadership in policy development, strategic planning, diversity programming, and first-generation student engagement programming;
• Demonstrated commitment to faculty/staff diversity, learning and development;
• Demonstrated ability to manage a large and complex organization and budget;
• Demonstrated knowledge of student development theory and a broad range of trends and best practices nationally in student development programs and services, enrollment trends and recruitment;
• Ability to use data and analytics to identify leading indicators of student retention and success;
• Proven ability to create a climate responsive to student concerns.

QUALIFICATIONS

• Doctoral degree preferred, with at least five (5) years of successful experiences in relevant administration at institutions of higher education;
• Must have significant and productive experiences in acquiring and administering federal, state, and local grants;
• Demonstrated skill in respectful, sensitive communication with people who are diverse;
• Demonstrated sensitivity to and ability to work with the diverse academic socioeconomic, cultural and ethnic backgrounds of members of college community, including those with disabilities;
• Must have exceptional interpersonal and communication skills and the ability to work independently and collaboratively.

KNOWLEDGE, SKILLS, AND ABILITIES

• Experience with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);
• Experience with grant budget development;
• Knowledge and experience in curriculum, development and innovation;
Experience working collaboratively across academic and student affairs units.

ABOUT THE APPLICATION

Review of applications will begin immediately and will continue until the position is filled. To apply for this position, candidates must send the following to jobs@loc.edu and place the job code (VPASA2019) in the subject line of the email: (1) cover letter indicating interest in the position (2) an up-to-date resume or CV and (3) list of at least three (3) professional references.