LeMoyne-Owen COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

Position Title: Vice-President for Academic Affairs

Reports To: President

Department: Academic Affairs

Classification: Full-time, Salary Exempt, 12 month, Benefits Eligible

LeMoyne-Owen College (LOC) is a four-year liberal arts college that provides transformative experiences for students with a goal of preparing them for future professional endeavors. We are a launching pad for success, no matter where a scholar is on their academic journey. The campus is located within the urban center of Memphis, Tennessee yielding a rich cultural vibrancy to our institution. We are in the heart of the historic Soulsville district where legendary artists once recorded soul classics at Stax Records. Notably, we are also Memphis' only historically black college with a history dating back to 1862 from where the leadership of Memphis has emerged.

JOB SUMMARY

An innovative and strategic leader to serve as the Vice President for Academic Affairs responsible for the administration and management of all academic programs of the College. Must have high integrity and a full understanding of the goals and objectives of a Liberal Arts education and mission of a Historically Black College.

DUTIES AND RESPONSIBLITIES

Overall responsibility for curriculum development; Leads the preparation, scheduling, and evaluation of academic programs and classes; Promotes the development of outstanding curricula and fosters new academic programming. Able to provide long term forecasts of academic programs.

- Recommends and communicates academic policy to the Executive Team, faculty, and staff and is able to work well with each respective area and all levels of the College
- Has demonstrated skill in enhancing the quality of academic programs and in evaluating program viability
- Assures excellence in the academic programs through best practices in learning, teaching assessment, and evaluation
- Ensures College meets all established accreditation standards and leads the renewal processes
- Plans and oversees faculty recruitment and recommends employment to the President
- Enhances teaching and research and scholarly excellence
- Develops and implements strategic enrollment management planning
- Oversees the Academic Catalog and the campus academic schedule
- Manages annual budget development and financial oversight for assigned campus areas
- Facilitates faculty evaluation processes to recommend faculty tenure to the President for Board approval.

- Represents the College with integrity on committees, community groups, professional organizations, other colleges, universities, state agencies, and K-12 schools
- Promotes a culture of collaboration, trust, and transparency
- Performs other duties as assigned by the President

QUALIFICATIONS

- An earned doctoral degree from an accredited institution
- A minimum of ten (10) years of academic leadership at the college level, coupled with clear evidence of successful leadership in academic settings
- Minimum of ten (10) years of teaching at the college level
- Hold a record of creative and/or scholarly practice
- Must have successful experience with academic planning, course and program development, academic assessment and accreditation
- Experience fostering an inclusive learning climate
- Able to raise funds through academic and/or research grants
- Must have high level of confidentiality and integrity
- Excellent follow-up and follow-through skills and abilities
- History of successfully implementing difficult decisions
- Embraces technology, innovation and change
- Must reside in the Memphis, TN area

WORKING CONDITIONS AND PHYSICAL EFFORTS

While performing the duties of this job, the employee is regularly required to sit, use hands, to talk, and to hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line.

- Cover Letter stating your academic philosophy and how this position aligns with your future career goals
- Resume or Curriculum Vitae
- Unofficial Transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Phone Calls Please