



**DATE ISSUED:** 10/17  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Assistant Provost for Student Success Initiatives

### ***JOB SUMMARY***

Leads and directs the development, implementation, and evaluation of a comprehensive and coordinated agenda of student academic success programs and initiatives including the critical areas of undergraduate academic advising, internships, and experiential learning initiatives. Supervised all budgetary and administrative aspects of the Pioneer Center for Student Excellence in Denton, Houston, and any future sites. Ensures effective collaboration in academic success programming across divisions and provides communication of student success initiatives both within the institution and externally through appropriate means, including on-line information sharing. Work is performed under the administrative supervision of the Vice Provost for Undergraduate Studies & Academic Partnerships and performance is based on effective operations of the administrative function. Performance evaluation is conducted through the performance evaluation system and in accordance with University Policies and Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Vice Provost Undergraduate Studies & Academic Partnerships

*Supervises:* Director of Academic Advising, Director Internships, Coordinator Learning Success Programs, Business Manager, Academic Resource & Referral Specialist

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Supervises all budgetary and administrative aspects of the Pioneer Center for Student Excellence in Denton, Houston, and any future sites
- Responsible for the oversight and administration of undergraduate academic advising and experiential learning opportunities for students.
- Reviews, researches and provides decisions on student success programming leading to undergraduate student retention and progress toward graduation.

*Assistant Provost, Student  
Success Initiatives  
Date Issued: 10/17  
FLSA: Exempt  
PTO: VCS*

- Collaborates with faculty and administrative staff across the University to ensure effective planning and communication of graduate and undergraduate student success initiatives.
- Provides leadership to faculty and staff engaged in “Book in Common” programming.
- Collaborates with Institutional Research and Improvement to evaluate student success initiatives including those tutoring centers operating under the aegis of the PSCE.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Participates in institutional strategic planning and provides leadership in developing academic support policy and practices.
- Attends first-year and transfer new student orientations to provide support and troubleshoot advising issues/complaints.
- Assists in preparation of external funding requests in support of student success initiatives.
- Maintains online information needed by potential and enrolled students regarding academic success programming.
- Performs other duties as requested.

### **EDUCATION**

Doctoral degree required.

### **EXPERIENCE**

Eight years experience in development, administration and assessment of college-level undergraduate academic support programs required. Experience in administration and delivery of academic advising preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - The following are essential:

- Ability to use Word, Excel, and information platforms pertaining to institutional data and student information.
- Ability to plan, direct, and evaluate a complex operation using human resources, time funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to apply budgetary and fiscal planning techniques within financial restraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to provide administrative guidance within the area of responsibility, providing direct training and supervision as needed.
- Ability to use a personal computer and other office equipment, including related University software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

Assistant Provost, Student  
Success Initiatives  
Date Issued: 10/17  
FLSA: Exempt  
PTO: VCS

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***