Mississippi Board of Trustees of State Institutions of Higher Learning
Position Announcement

JOB TITLE: Associate Commissioner for Academic and Student Affairs

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks applications for the position of **Associate Commissioner for Academic and Student Affairs**. The Associate Commissioner for Academic and Student Affairs reports directly to the Commissioner of Higher Education and serves as chief academic officer for the IHL. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll a total of 80,000 students.

IHL offices are located in Jackson, Mississippi.

JOB SUMMARY:

The Associate Commissioner for Academic and Student Affairs works with the Commissioner, the Board of Trustees, and universities academic administrative officers to provide leadership, coordination, and support for undergraduate, graduate, and professional programs and student affairs as well as serving as administrator for various grant programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by the Commissioner. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities include:

- Adheres to IHL and department policies, procedures and regulations.
- Providing vision and leadership for a system-wide commitment to student success through academic programs and student services
- Coordinating planning and policy for academic, faculty, and student affairs
- Enhancing teaching and learning in the university system
- Advancing accountability and quality assurance
- Promoting intra-system collaboration in academic development and other higher education activities to use resources most effectively and avoid unnecessary duplication
- Facilitating collaborative relationships with other postsecondary systems and institution, K-12 education, government, and industry
- Pursuing the use of technology to support teaching, learning, and delivery of instruction and student support services
- Coordinating state and system-wide initiatives

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- Providing leadership and direction to the chief academic officers and chief student affairs officers at IHL universities
- Directing and supervising the activities and personnel of the Division of Academic and Student Affairs

QUALIFICATIONS:

Education and/or Experience:

- Holds an earned doctorate with three years of successful administration in higher education.
- Has extensive experience with the use of both office and education technology.
- Has extensive experience collecting and summarizing data.
- Fulltime teaching experience at a SACS-accredited four-year college/university preferred.

Mental Requirements (Knowledge, Skills and Abilities):

- Excellent written and verbal communication skills.
- Excellent organizational, analytical, and time management skills.
- Ability to work under pressure and to meet multiple deadlines.
- Ability to develop short term and long term goals.
- Ability to collaborate with diverse persons, agencies, and groups.

CONFIDENTIALITY STATEMENT

Employees of this department are prohibited from disclosing confidential and proprietary information of the employer and employees. This confidentiality obligation is effective while employed in this department and continues after termination of employment.

Application requirements:

To apply for this position, submit an official IHL Application for Employment along with a letter of interest illustrating the match between the candidate's experience and the position requirements, a current vita, and the names and contact information, including email addresses, for five professional references to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Documents may also be emailed to hr@mississippi.edu or faxed to 601.432.6129.

Women and minorities are urged to apply. For more information regarding IHL, visit our website at: www.mississippi.edu/ihl.

Persons wishing to submit nominations for the position should send an email including the nominee's name and contact information to hr@mississippi.edu.

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