

Position Description: Assistant Provost (Academic Policy and Initiatives), AD-1701-09

PD# F0052

A. **Summary:** The Assistant Provost (Academic Policy and Initiatives) works directly for the Provost and Academic Dean on a wide range of academic duties in the accomplishment of the educational and research missions of the Naval Postgraduate School, as well as coordinating academic projects and operations within the Provost's office. The position primary purpose is to serve as the Provost's delegated POC to act for the Provost and significantly contribute to resolving academic program issues and managing the progress of developing academic projects in the Provost's stead. The position is recognized as a senior level leadership as one of their principal deputies/assistants who oversee significant academic programs and projects. The work performed directly impacts the development, direction and evaluation of academic policy, academic and research programs, and faculty activities at NPS.

Duties: Policy Development and Implementation

As a principal Assistant Provost (Academic Policy and Initiatives), serves as a senior leader:

Leads the development of new academic programs and policy such as for: degree programs and specialized certificates programs (e.g. stackable certificates, distance learning programs, etc.).

Executes academic policy in assigned programmatic areas on behalf of and with the same authority as delegated by the Provost.

- Identifies, researches, and advises the Provost on campus issues. Develops briefings and drafts reports and correspondence for the Provost in response to academic issues.

Independently and/or significantly contributes to the writing of academic policy for academic programs.

Analyzes and researches academic information, writes reports, and prepares briefings.

Leadership for University-wide Initiatives

Works closely with the faculty leadership in all areas related to postgraduate admissions and transfer policies, postgraduate curriculum, orientation programming, and instructor systems and the implementation of technologies designed specifically to improve the quality of services and information available to staff and students with the specific intent of enhancing student success, and on a variety of academic issues relevant to postgraduate education and fund raising.

Provides leadership and support for university-wide initiatives. Facilitates initiatives to ensure the globalization of the student experience.

Reviews and supports NPS general education requirements and promote postgraduate student learning outcomes.

Works on policies and strategies related to student recruitment, retention, and progression toward their degree.

Undertakes necessary research in support of Office of the Provost academic and/or research projects and initiatives;

- Performs other duties as assigned.

B. **Scope of duties:** The Assistant Provost (Academic Policy and Initiatives) works directly for the Provost and Academic Dean. This position is located at Naval Postgraduate School (NPS), office of the Provost and Academic Dean. This office's mission is to serve as the principal organization,

under the President, responsible for oversight and coordination of the university's graduate education and academic and research programs. The duties of this position directly support the accomplishment of NPS' strategic mission and goals.

C. Qualifications:

- A doctoral or other terminal degree in a discipline relevant to the school; or a masters degree in a discipline relevant to the school combined with significant leadership experience gained as a senior military officer (i.e., O-5 or higher); or as a senior manager at the department/division head level in a university or other large and diverse organization; and,
- Significant administrative experience (typically 4 years or more) as a departmental chair, associate chair, academic associate or equivalent experience in one or more accredited Institutions of higher education or equivalent experience
- Demonstrated excellence in communication and interpersonal skills.

D. **Knowledge and Skills Required:** This position has high visibility, both internal and external to NPS. As a primary action officer and point of contact for the Office of the Provost, the position must regularly communicate and interact with NPS academic leadership (internal) and senior officers and government officials (external). Responsibility and requirements of this position are time-sensitive and directly impact a wide range of organizational activities. Knowledge and skills required for this position include:

- Strong command of the English language; able to skillfully communicate in both written and oral formats. Able to write reports, draft point papers, and give briefings/presentations to high ranking Military and Civilian officials.
- Flexible and able to establish priorities and manage numerous projects simultaneously. Excellent attention to detail and time management skills.
- Strong problem solving, self-starting and organizational skills.
- Must demonstrate the high energy level required by the position; the ability to assume responsibility and work both independently and as a member of an institutional team.
- Able to conduct independent research (collect, organize, analyze and present data and develop information in a concise, logical and timely manner).
- Utilize excellent interpersonal skills to establish and maintain effective working relationships with faculty, staff, administrators, students, and alumni, and to further the university's commitment to diversity and equal opportunity.
- Knowledge of information technology and applications, website maintenance and IT skills as required to properly manage and update electronic resources
- Understanding of the culture and organization of an academic institution **desired**.
- Knowledge of NPS organization, policies, rules and regulations **desired**.
- Knowledge of Navy and DOD organization, policies, rules and regulations **desired**.