

## **Associate Vice Provost for Advising and Academic Support**

### **Bowling Green State University**

The Office of the Provost and Vice President for Academic Affairs invites nominations and applications for the position of Associate Vice Provost for Advising and Academic Support. The Associate Vice Provost for Advising and Academic Support will report to the Senior Vice Provost for Academic Programs. This individual will oversee all activities and actions related to academic advising and aligned support services. The individual selected for this position will provide leadership in advising and academic support to/for undergraduate students in all academic units of the university.

#### Responsibilities

The Associate Vice Provost for Advising and Academic Support will be expected to perform a variety of duties and functions which include, but are not limited to: providing academic oversight for the Advising Center; coordinating advising functions that occur in the college offices, as well as those occurring in program areas; providing leadership for professional development delivered to faculty and staff, related to advising and student support; providing leadership for the centers that enhance student success; in partnership with the directors of these centers, work to expand the programs and services provided to both undergraduate and graduate students; developing strong partnerships with program areas campus-wide to enhance the advising and support programming provided to students, faculty and staff; and evaluating the successes of all programs and services provided by the areas within this structure.

The Associate Vice Provost will have supervisory and oversight responsibility for the Advising Center, Adult Learner Services, the directors of AIMS, ROTC, Office of Service Learning, Office of International Programs, Math and Stats Tutoring Center, the Study Skills Center, and the Writing Center.

#### Qualifications

The successful candidate will:

- Master Degree Required
- Demonstrate knowledge of advising and support services that reach beyond the bounds of Bowling Green State University
- Possess a demonstrated record of publications and/or presentations in the area of advising reform, student success, and other student service (related) areas
- Possess an established record of achievement as an academic administrator at the collegiate level
- Provide evidence of collaborative leadership and
- Possess excellent oral and written communication skills

- Demonstrate a strong orientation toward proactive problem-solving and critical-thinking skills
- Provide evidence of ability to work with diverse groups across all divisions
- Experience in applying the techniques, principles and theories of advising and academic support in varied situations
- Demonstrate the ability to interpret academic regulations, offer insights regarding such regulations, and maintain confidentiality with respect to academic decisions and all matters related to student records.

Letters of nomination and/or application are to be submitted no later than **June 27, 2008**; however, the position may remain open until a final candidate is identified. Applications must include a current curriculum vitae, the names of four (minimum) professional references, and a statement of interest and work philosophy. An official transcript will be required at the time of employment.

**Send nominations and applications to:**

**Jan Varney McKnight**  
**jvmckn@bgsu.edu**  
**Attn: Assoc VP Advising and Academic Support Search**  
**Office of the Provost and VPAA**  
**230 McFall Center**  
**Bowling Green State University**  
**Bowling Green, OH 43403**

*BGSU is an affirmative action/equal opportunity employer and encourages applications from women, minorities, veterans, and persons with disabilities.*