

Brescia University

Our Mission: We are a Catholic Ursuline University forming compassionate, critical thinkers through a holistic and deeply personal education

Associate Vice President for Academic Affairs

Provides leadership for the development, implementation and tracking of key academic initiatives to ensure alignment with the mission of Brescia University. Provides operational support for the activities of the Vice President for Academic Affairs, works with School chairs to advance academic priorities, represents Academic Affairs on key campus committees and serves as an essential point of contact for resolving concerns of students, faculty and staff in the department.

Responsibilities are, but are not limited to:

- Work with enrollment department for course rotations and schedules (including analysis of GER needs for online students), marketing, course development, faculty training, and other relevant elements of academics.
- Support faculty and staff in day-to-day operations of Academic Affairs.
- Make recommendations to the VPAA for adding course sections and/or cancellation of courses.
- Work to develop term start/end dates; assist in development of academic calendar in coordination with all relevant university offices i.e., Registrar, Financial Aid, etc.
- Review online policies for consistency with other University policies. Assist with updating Online Learning Policy and other relevant sections of the *Faculty Handbook*.
- Incorporate “the Brescia Difference” and the Ursuline Educational Heritage in the educational programs through a variety of orientation/continuing education modules and other formats as appropriate.
- Recruit/recommend adjuncts as needed, in collaboration with Area Coordinators and Division/School Chairs as appropriate.
- Organize the new faculty orientation.
- Assist VPAA in managing faculty including hiring, development, and evaluation.
- Coordination of key academic operations including registration, book orders, etc.
- Coordinate and oversee the university dual credit program.
- Chair Curriculum and Standards Committee and APRC in the absence of the VPAA.
- Lead special projects and perform other duties as assigned by VPAA.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Master's degree required; terminal degree from an accredited institution preferred
- 5 years of higher education experience in an administrative role or as a faculty member with experience in instruction and course development required
- Demonstrated commitment to teaching excellence and collaboration with faculty in improving pedagogy required
- Institutional or program accreditation experience preferred
- Strong oral and written communication skills
- Demonstrated knowledge of computer applications and instructional technology
- Ability to work collaboratively with other administrators and with faculty.
- Ability to manage multiple projects and set priorities
- Ability to maintain confidentiality of materials and information

Please submit a resume with salary requirements to HR@Brescia.edu

- A cover letter describing your teaching philosophy, disciplinary expertise, and alignment with Brescia's mission;
- A current curriculum vitae;
- Unofficial graduate transcripts;
- Contact information for three professional references; one must be from a current/former supervisor or higher ed administrator familiar with your role as a professor

BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER