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| Job # | Hits | Active | Total | Advertised |
|-------|------|--------|-------|------------|
| A0122 | 0    | 0      | 0     | Continuous |

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|------------------|--------------------------------------|
| <b>Job Title</b> | Provost                              |
| <b>Salary</b>    | \$113,658.55 - \$127,865.87 Annually |
| <b>Job Type</b>  | Full Time                            |
| <b>Location</b>  | 1973 Edison Dr., Piqua, Ohio         |
| <b>Division</b>  | Academic and Student Affairs         |

**Description** **Benefits** **Supplemental Questions**

**Edison State Community College** invites qualified candidates to apply for the full-time position of Provost. The Provost is responsible for the strategic leadership and operational management of all aspects of academic and student affairs at each of the college's campuses. This includes the development, evaluation, and continuous improvement of academic programs and student services. It is a senior-level cabinet position reporting directly to the President.

To be considered, candidates should include cover letter, resume, transcripts and three professional references when completing their online application.

**Edison State Community College is an EOE/AA Employer**

**Examples of Duties:**

Under broad supervision, the Provost is responsible for:

- Developing, planning, implementing and assessing the college's comprehensive academic teaching and learning activities and initiatives to meet the College's mission and strategic plan including:
  - Curriculum and Program planning, development, and review.
  - Long and mid-term planning to meet the local workforce needs.
  - Work closely with area, regional and state-wide K-12 and university entities to assure seamless educational transitions and transfer.
  - Lead efforts to assess program efficiencies and effectiveness.
  - Guide full-time faculty, adjunct faculty, and staff initiatives, training and development.
- Serving as a senior executive officer of the college and as a collegial and professional member of the President's Cabinet.
- Implementation of policies and decisions of the President and the College.
- In cooperation with the President and other senior administrators, directing and providing outreach efforts to enhance the college's image, impact, and resources.
- Coordinating compliance guidelines and initiatives of state regulatory agencies.
- Recommending the appointment of faculty and staff as employees to the College and directing processes for recognition of faculty excellence.
- Participating in strategic planning.
- Providing oversight of workforce development and work-based learning initiatives.
- Networking with local, state, and national agencies and boards to advance the College's mission.
- Guiding curriculum and new program development
- Supervising the development and revision of academic publications: Student and Faculty Handbooks; online class schedules; and the academic catalog.
- Representing the President as needed.
- Other duties as assigned by the President.

**Qualifications:****Required Knowledge, Skills, and Personal Qualifications:**

- High level of executive management skills, including a thorough knowledge and understanding of and commitment to higher education in the community college.
- Ability to identify and solve problems
- Competence in prescribing and interpreting research
- Competence to conduct both long-range and short-range planning
- Ability to formulate policies and procedures and to articulate them to constituent groups inside and outside the College, along with the ability to describe issues in a manner that is understandable to and will stand the scrutiny of professional educators and decision makers.
- Ability to maintain productive working relationships with a wide variety of internal and external stakeholders.
- Human relations skills evidenced by:
  - Ability to provide leadership of a team which includes the College faculty, student affairs staff, and students.
  - Ability to delegate and to hold others accountable in ways that instills confidence and self-respect on the part of the staff.
  - Great sensitivity to all facets of the college community, including the needs of the various groups which comprise it.
  - Ability to make the College an integral part of the total community through a variety of relevant community/area service programs and constant attention to relationships with community/area groups.
  - A personal commitment to the process of participatory decision making.
- Ability to read, analyze, and interpret the most complex documents; to respond effectively to the most sensitive inquiries or complaints; to write speeches and articles using original or innovative techniques or style; to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of trustees.
- Demonstrated successful experience with continuous quality improvement and institutional and programmatic accreditation.
- Demonstrated understanding of distance education and educational partnerships, including articulations with universities.

**Required Experience:**

- Minimum of five years of progressively responsible administrative experience in academics at the college level
- A strong record of professional accomplishments
- Experience in teaching in a community college
- Experience working closely with student affairs departments

**Required Educational Background:**

The completion of a Master's degree from an accredited institution is required; Doctorate preferred.

**Supplemental Information:****Supervises following staff:**

The Provost carries out supervisory responsibilities in accordance with the College's policies, procedures, ESEA Agreement, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems for the following:

1. Dean of Enrollment Management and Student Affairs
2. Dean of Student Engagement
3. Dean of Arts and Sciences
4. Dean of Professional and Technical Programs
5. Dean of Accreditation and Academic Effectiveness
6. Administrative Assistant to the Provost
7. Coordinator of Academic Information

**Membership Responsibilities:**

1. Ohio Chief Academic Officers group
2. President's Cabinet
3. President's Council
4. Strategic Planning Steering Committee
5. Chairs Academic and Student Affairs Coordinating Council
6. Community boards and groups

**NEOED**

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