

## **Associate Provost for Diversity and Global Education Samford University**

The Associate Provost for Diversity and Global Education reports to the Provost and Executive Vice President and oversees study abroad programs, international student programs, diversity initiatives, and global learning. Serving as the chief diversity officer for the university, the associate provost collaborates with the vice presidents, deans, other administrators, faculty, staff, and students to generate strategic initiatives and implement plans which support diversity, internationalization, and global education consistent with the mission of the institution.

### **Responsibilities of the Associate Provost will include but not be limited to:**

- Develop, implement, evaluate, and monitor policies and programs relating to broad diversity and global education issues. Provide oversight of all current international initiatives including study abroad programs, programs for international students, and advisory services for international students and scholars (F and J visas);
- Provide leadership and collaborate with constituent groups to develop accountability measures to ensure successful implementation of a plan to develop a campus climate supportive of diversity;
- Work with colleges, schools and academic departments to successfully implement and monitor individual strategies for recruiting and retaining a diverse faculty;
- Collaborate with deans, recruiting officers and administrators in other divisions to implement effective recruitment and retention programs for underrepresented students;
- Work with Human Resources in conjunction with the Provost to conduct workshops and seminars on effective strategies for recruiting and retaining a diverse faculty and staff; provide training for search committees; and provide training programs to increase cultural awareness among faculty, administrators, staff and students;
- Serve on University-wide committees dealing with diversity and multicultural issues and serve as liaison to local and national programs and organizations;
- Develop and oversee outreach programs that engage diverse local, state, and regional communities;
- Manage budgets, supervise staff and oversee the work units reporting directly to the Associate Provost for Diversity and Global Education;
- Advise senior administration regarding diversity and multicultural issues and serve as a voice in these matters for the university community;
- Teach as schedule permits in the area of disciplinary specialization;
- Other duties as assigned by the Provost and Executive Vice President.

**Qualifications must include:**

- Experience as a leader, educator, advocate and/or scholar in an academic setting.
- An earned doctorate that will serve to enhance the stature and academic and visibility of diversity and global learning.
- Knowledge of major academic issues facing universities and a strong vision for and commitment to diversity endeavors in a Christian university.
- Exceptional administrative skills, including strategic planning and evaluation, budgeting, personnel management, and knowledge of fundraising and public relations.
- Effective communication skills and the capacity to work collaboratively and strategically with multiple administrative units throughout the campus.
- Integrity, a passion for academic excellence, leadership skills, and a concern for students, staff and faculty.
- Demonstrated ability to be a strong advocate for the University both within and outside the academic environment.
- Commitment to engagement with local, state, national and international communities.
- Capacity to lead efforts with faculty, staff, students and alumni.