



JOB DESCRIPTION

Vice President for Strategy and Institutional Effectiveness

The Vice President for Strategy and Institutional Effectiveness is a key member of the executive team who works across the institution to improve the seminary's capacity to fulfill its mission.

Supervision: The Vice President for Strategy and Institutional Effectiveness is a member of the Executive Staff to the President and reports directly to the President.

Responsibilities: The Vice President for Strategy and Institutional Effectiveness has three primary areas of responsibility:

1. providing leadership and oversight of the seminary's efforts to continuously improve its capacity to fulfill its mission, through assessment of seminary-wide systems, policies, and procedures with a view toward increasing the seminary's efficiency and impact with respect to its mission. The Vice President for Strategy and Institutional Effectiveness also works across the Seminary to create and sustain a culture of using research and evaluation to support the mission, vision, and strategic initiatives of the Seminary. The VP directs and oversees the development, implementation, and administration of the Seminary's institutional effectiveness, accreditation, and policy review processes and activities.

Specific duties include:

- a) serves as the seminary's accreditation liaison with the Association of Theological Schools (ATS) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). As such, familiarizes the seminary community with existing and new/revised accrediting standards, policies, and procedures; oversees all accreditation-related activities (e.g., submitting interim and accreditation reports).
- b) oversees the work of the seminary's Assessment Committee and provides faculty and staff guidance in continuous improvement planning and reporting.
- c) supports the work of the Academic Affairs committee of the Board of Trustees.
- d) conducts research in support of the seminary's mission and strategic plan.
- e) oversees the preparation and submission of reports to external agencies (e.g., ATS, IPEDS, SACSCOC) and facilitates a regular review of seminary policies.
- f) attends board meetings, executive staff meetings, faculty meetings, and faculty committee meetings (as needed).

2. providing administrative support for, and oversight of: The Leadership Institute, The Center for Social Justice and Reconciliation, the Katie Geneva Cannon Center for Womanist Leadership, The Syngman Rhee Global Mission Center, and the Center for Excellence in Christian Education, with a view to supporting and coordinating these entities in their work and assisting their leaders in maximizing their potential to fulfill their missions.

Specific duties include:

- a) provides oversight of the Director of the Leadership Institute
- b) provides oversight of the four centers named above
- c) supports all the directors, working with them on budgeting and planning, and advocating for them with the administration as appropriate
- d) works closely with the directors of the four centers and the Leadership Institute to see how their work might be coordinated to enhance the impact of each and the overall impact of the seminary

3. providing leadership and oversight of Information Technology operations in support of UPSem's strategic goals and mission

Specific duties include:

- a) provides oversight of the Director of Technology Services
- b) works with the Director of Technology Services in managing their staff so that the IT needs of the seminary are addressed in the most effective and efficient ways possible
- c) works with the Director of Technology Services to provide vision and direction to the IT department, as well as support for budgeting, resource allocation, and strategic decision-making

Requisite Knowledge, Skills, Experience:

1. Extensive prior leadership in higher education, especially around analysis and improvement of systems, policies, and procedures
2. History of effective coordination of departments within an institution to improve efficiency and impact
3. Extensive experience in planning and assessment
4. Knowledge of the accreditation standards and reporting requirements of the ATS and the SACSCOC
5. Experience with data-driven assessment for continuous improvement
6. Effective and collaborative management skills as well as competence in meeting deadlines and managing multiple tasks simultaneously
7. Excellent computer skills and familiarity with survey and statistical software; student information systems; external data sources; accreditation software; Blackboard; Microsoft Outlook, Word, Excel, PowerPoint; Zoom
8. Excellent communication and interpersonal skills

Working Conditions and Benefits:

This is a full-time, administrative staff position based primarily on the Richmond Campus and will require occasional travel to the Charlotte Campus. The hours are generally 8:30 a.m. to 5:00 p.m. Weekend and evening hours can be required, especially during periods of reaffirmation of accreditation.

Status:

Regular, full-time, benefit eligible position.

Exempt (not eligible for overtime compensation)

Interested candidates should address CV or résumé and cover letter to Seminary President Jacqueline Lapsley and email them to staylor@upsem.edu. Review of applications will begin November 20, 2023.