Associate Vice President for Academic and Professional Success

MidAmerica Nazarene University is seeking an Associate Vice President for Academic and Professional Success to join the University’s leadership team. Reporting to the Provost and Chief Academic Officer, the primary responsibility is to fulfill the current responsibilities of the University’s Title III project to increase academic quality ensuring increased enrollment, retention and persistence to graduation. Specifically, this position provides academic leadership in the development and implementation of a fully functioning and sustainable Career Center, expanded activities in the Kresge Learning Center and enriched professional development for faculty and staff. This is a grant funded 12 month position with plans to institutionalize this position by the end of the grant cycle.

Candidates for this full time Administrator position should be able to demonstrate a commitment to education delivered with a Christ-centered worldview, a strong commitment to excellence and the mission of MidAmerica Nazarene University, along with evidence of collaborative servant leadership that is focused on team building.

Essential Duties and Responsibilities:

- Demonstrate effective verbal communication skills in order to be able to be understood by others while displaying the ability to use appropriate verbal skills for a campus or an off campus setting.
- Exhibit effective skills in working with other members of a management/leadership team in creating an effective organization.
- Demonstrate the ability to work collaboratively as a member of a team in accomplishing yearly goals as set forth by the Title III grant document or by the provost and president.
- Display effective interpersonal skills in establishing a positive climate in the work environment.
- Good communication and relational skills in developing and facilitating the integration of the Center for Academic and Professional Success within the university.
- Must have a strong interest and appreciation for student academic success, faculty/staff development and career services, with realistic, but high expectations for traditional and professional studies students.
- Demonstrated ability to work with members of an administrative team to achieve stated goals of the university.
- Establishes and monitors budgets for the Center for Academic and Professional Success.
- Directly supervises the Director of the Kresge Center, the Mabee Library Director, the Career Counseling Coordinator, and the Faculty Development Coordinator.
- Works in collaboration with campus personnel to review student success data and make recommendations for improvement.
- Assures an appropriate, comprehensive program of skills training and professional development for all student services professionals and support staff and for other frontline staff performing related duties.
Specific Duties and Responsibilities:

- In conjunction with the Title III Co-Project Directors, guide and coordinate the development and implementation of the Center for Academic and Professional Success.
- In conjunction with the Title III Co-Project Directors, develop and implement the specific grant project activities specified in MNU’s Title III grant.
- Coordinate multidisciplinary teams for the goal of increasing enrollment and retention of MNU’s undergraduate student population by developing academic programs of quality, a career center of distinction and an integrated faculty and staff professional development program.
- In conjunction with the Title III Co-Project Directors, ensure the project outcomes stipulated in the grant are measured and achieved.
- In coordination with the Provost, committee work as necessary.

Qualifications/Skills Required:

- Earned terminal degree strongly preferred.
- Management, leadership or teaching experience necessary as appropriate for the position.
- Administrative experience preferred in a university setting.
- College or university level teaching experience required.
- Results oriented and able to manage multiple tasks simultaneously.
- Knowledge of and experience with Title III SIP grants preferred.
- Direct higher education experience in faculty development, academic support services or career services required.

Application: Candidates wishing to apply for this position should send the following documentation to Nancy Merimee, Director of Human Resources at nsmerimee@mnu.edu

- Application
- Complete curriculum vita or resume
- University transcripts from all universities from which degrees were received (scan and attach) or request mailing from appropriate university
- Statement of Faith, including personal faith history and vision for integrating faith and learning. (2 page maximum)

Mailing address:
Nancy Merimee, Director of Human Resources
MidAmerica Nazarene University
2030 E College Way
Olathe, KS 66062

Review of applications will begin immediately and continue until the position is filled.

MidAmerica is very much interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.
MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to the Vice Provost, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.