

# Eastern Illinois University

## Assistant Vice President for Academic Affairs

### Position Announcement

**Eastern Illinois University** seeks applications for the position of Assistant Vice President for Academic Affairs. This is a full time 12 month administrative professional position that oversees compliance and broader activities in the areas of labor relations, as well as providing support for curriculum processes and day to day operations of the office. The selected candidate will work closely with stakeholders across campus particularly deans, associate deans, department chairs, and general counsel, as well as faculty partners from the local University Professionals of Illinois (UPI) executive team. The Assistant Vice President will also oversee curriculum processes (workflow and approval routing), as well as associated compliance issues, and serve as the office's representative in governance venues. Beyond primary duties in the area of curriculum and human resources, the position will convene the Plantworx committee (a facilities planning group), develop summer school schedules in consultation with the deans, monitor internal master calendar compliance, and coordinate academic technology project implementation.

**Qualifications:** Qualified applicants must hold a Master's degree and have experience with human resource policies and practices; demonstrated familiarity with negotiated labor agreements; and a commitment to inclusive excellence and diversity. Experience in a higher education setting is preferred.

**Start Date:** July 1, 2019

**Application Process:** Review of completed applications will begin February 15, 2019 and continue until the position is filled. A complete application includes a letter of application specifically addressing the applicant's strengths and experience relative to the qualifications and responsibilities of the position; a current resume; and the names and contact information of three professional references.

Applications materials should be addressed to Dr. Doug Bower, Chair, EIU-AVPAA Search Committee and uploaded to the Interfolio link at <http://apply.interfolio.com/59510>. Should you have any questions regarding this search, please direct them to the Search Committee Chair at [djbower@eiu.edu](mailto:djbower@eiu.edu).

#### **About EIU**

Enrolling more than 7500 students, Eastern Illinois University is a regional comprehensive institution offering 61 undergraduate degree programs and more than 30 graduate degree programs, as well as ten post-baccalaureate certificate programs. Eastern has consistently been recognized by U.S. News & World Report as the #1 regional comprehensive institution in Illinois. Eastern prepares more undergraduates who go on to earn doctoral degrees than any other master's college/university in Illinois, according to a recent National Science Foundation survey.

*Eastern Illinois University is an Affirmative Action/Equal Opportunity Employer  
minority/female/disability/veteran - committed to achieving a diverse community.*

# EIU Position Description

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**DEPARTMENT:** Academic Affairs

**APPLICATION DEADLINE:** Review of applications will begin February 15, 2019

**APPLY TO:** <http://apply.interfolio.com/59510>

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