

Job Description

Associate Provost University of California, Riverside

Reporting directly to the Provost and Executive Vice Chancellor (PEVC), the Associate Provost is a member of the campus leadership team. The incumbent provides high-level, comprehensive and confidential advice and assistance to the PEVC on a broad range of academic and administrative issues both internal and external to the campus requiring the exercise of judgment and independent initiative.

The Associate Provost works closely with the PEVC to develop, implement and administer campus-wide policies, plans and programs; liaises and enhances communication with senior management, faculty, community, university and governmental organizations; serves as a resource to the Vice Provosts and Deans; acts as a facilitator with academic units; represents the PEVC to internal and external constituents; assists with campus accreditation activities; and manages special projects.

The Associate Provost also serves as the Provost's Chief of Staff, coordinating and monitoring assignments that must be accomplished in conjunction with other key staff and administrators. In this role, the Associate Provost liaises with the Chiefs of Staff at other UC campuses and with the UC Office of the President; supervises the development of documents and materials to support the activities of the PEVC; accompanies and assists the PEVC as needed at meetings and events; manages executive searches; and supervises the workflow of the PEVC's immediate staff.

Specific Responsibilities

Leadership, Programming– 75%

The Associate Provost will:

- Provide high-level, comprehensive and confidential advice and assistance to the PEVC on a broad range of complex academic and administrative issues both internal and external to the campus requiring the exercise of judgment and independent initiative. Define and analyze problems, formulate solutions, and make recommendations to the PEVC.
- Work closely with the PEVC to develop, revise, implement and administer campus-wide policies, plans and programs. Research, draft materials and provide guidance to assist in the development of briefs, policy documents and other materials as needed. Review policies, practices and procedures, making recommendations for revisions or new procedures as needed.
- Exercise judgement and independent initiative in bringing information and issues to the attention of the PEVC. Identify, anticipate, and independently resolve problems whenever possible.
- Serve as a liaison for the PEVC in interactions with the Chancellor, vice chancellors, vice provosts, deans, faculty, Academic Senate, senior administrators, community organizations, Office of the President and other constituents.
- Coordinate and monitor assignments which must be accomplished in conjunction with other key administrators.
- Undertake and manage special projects as assigned by the PEVC.
- Draft and coordinate official PEVC statements and responses. Represent and speak on behalf of the PEVC as needed.
- Adhere to the UCR Principles of Community

Management and Administration – 25%

The Associate Provost will:

- Supervise the development of documents and materials to ensure the PEVC is appropriately briefed for presentations and meetings with constituents. Provide strategic advice to the PEVC in preparation for presentations and meetings.
- Manage executive searches for deans, vice provosts and other positions reporting to the PEVC.
- Contribute to the development and implementation of programs to support the activities of the PEVC, including new faculty and department chair orientations, special events for faculty, and campus events.
- Supervise the workflow of the PEVC's immediate staff, prioritizing and reassigning as volume and urgency require.

Required Skills, Knowledge, Abilities, and Competencies

- Appointment at the level of Associate Professor or Professor at the University of California, Riverside.
- Active engagement in research and teaching.
- Exceptional organizational, interpersonal, written and oral communication skills.
- Relevant leadership experience (e.g., department chair, associate dean, chairperson for an Academic Senate committee).
- Experience handling sensitive issues with keen judgement, diplomacy, tact and confidentiality.
- An understanding of the importance of, and demonstrated success in, promoting diversity and inclusion among faculty, staff, and students.
- Ability to work effectively and collaboratively as a member of a leadership team.

Preferred Skills, Knowledge, Abilities, and Competencies

- Significant knowledge of the organizational unit's objectives and scope of activities.
- Thorough knowledge of University administrative organization, policies, procedures and practices including the principle of shared governance.
- A record of creating and sustaining collaborative relationships with key stakeholders on campus.
- Experience working with the UC Office of the President.