

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 serve as the office's representative in selected shared governance venues. Beyond primary duties in the area of 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 at least a Master's degree with advanced credentials consistent with the tenure requirements in an existing EIU academic unit preferred and have experience with human resource policies and practices; demonstrated familiarity with negotiated labor agreements; and a commitment to inclusive excellence and diversity. Direct supervisory experience in a negotiated higher education setting is required with leadership experience at the level of dean or higher preferred.

Start Date: No later than July 1, 2023

Application Process: Review of applications will begin immediately 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. Austin Cheney, Chair, EIU-AVPAA Search Committee and uploaded to the Interfolio link at <http://apply.interfolio.com/114153>. Should you have any questions regarding this search, please direct them to the Search Committee Chair at acheney@eiu.edu.

About EIU

Enrolling more than 8800 students, Eastern Illinois University is a regional comprehensive institution offering more than 100 undergraduate and graduate degree programs, as well as ten post-baccalaureate certificate programs. By intentionally focusing teaching excellence, Eastern has consistently been recognized by U.S. News & World Report as the #1 independent regional comprehensive institution in Illinois. Based on National Science Foundation data, Eastern continues to prepare more undergraduates who go on to earn doctoral degrees than any other master's college/university in Illinois. The University is located in east central Illinois and combines the benefits of a community of 20,000 with access to several large cities, including Chicago, St. Louis, and Indianapolis.

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