Job Details

Position Title: Provost and Vice President of Academic Affairs

Campus: Portland

Department: Provosts Office - PPROV

Bargaining Unit: MGMT Group

Work Schedule: Monday - Friday 8am - 4:30pm, evenings and weekends as necessary

Statement of Job:

The Provost is the first-ranking academic officer reporting to the President. She/he is responsible for strategic planning and budgeting, administration, coordination, monitoring and development of all academic activities of the University. The Provost is an executive officer of USM and a member of the President’s Staff. She/he is a catalyst for change and has overall responsibility for promoting academic excellence among faculty and students of the University community, promoting faculty development, academic support services, advising the President in all matters regarding the educational objectives and overall mission of the University, and working with the President and President’s Staff in the overall planning and policy development for USM. She/he serves as Acting President in the absence of the President.

The University of Southern Maine (USM) is Maine’s Metropolitan University ™, dedicated to providing students with a high-quality, accessible, affordable education. USM’s strategic focus is in alignment with the Coalition of Urban and Metropolitan Universities and we are seeking to become a Carnegie Engaged University by the year 2020. USM offers Baccalaureate, Master’s, and Doctoral programs, providing students with rich learning and community engagement opportunities in the arts, humanities, politics, health sciences, business, mass communications, science, engineering, and technology. At USM, we extend the academic experience well beyond our classroom walls. We encourage our students to engage deeply with our faculty, our community partners, and our wide network of USM alumni, many of whom have remained in Maine long after graduation. Further information on USM can be found at www.usm.maine.edu.

Each of USM’s three environmentally friendly campuses are unique, yet all share the extensive resources of the university — and all are energized through strong community partnerships. Offering easy access to Boston, plus the ocean, mountains and forests of coastal, inland and northern Maine, USM is at the heart of Maine's most exciting metropolitan region:
Our Portland campus is located in "one of America’s most livable cities," according to Forbes magazine, which also ranks Portland among the top 10 for job prospects. A creative and diverse community on Maine’s scenic coast, Portland is nationally known as a culinary hot spot!

USM’s beautiful residential Gorham campus supports and celebrates excellence in academics, athletics, music and the arts and is home to ten Living Learning Communities and six Residential Communities.

Our Lewiston campus is home to USM’s innovative and richly diverse Lewiston-Auburn College. This Central Maine campus integrates classroom, community and workplace, and provides a small college experience with the resources of a large university.

Qualifications:

Required:

- A terminal degree
- A teaching and scholarly record that merits a faculty appointment
- Demonstrated strong academic leadership and management skills including strategic budgeting, change management, academic planning
- Demonstrated dedication to developing and sustaining a student-centered culture across the institution.
- Demonstrated ability to work effectively with diverse University and community constituents

Preferred:

- Substantial experience in senior academic administration
- Administrative experience leading in a multi-disciplinary university with a unionized faculty; a diverse student body, including traditional and non-traditional students; and graduate and undergraduate professional schools
- Administrative experience fostering a culture and climate of collaboration, respect, integrity, positivity, and open communication

Other Information:
Materials must be submitted via "Apply for position."

You will need to create an applicant profile, complete an application (which includes contact information for three professional references), and upload a cover letter and a resume/curriculum vitae which fully describes your qualifications and experiences with specific reference to the required and preferred qualifications. You will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form.

To ensure full consideration, materials should be submitted by February 21, 2016. Materials received after that date will be considered at the discretion of the university.

Appropriate background screening will be conducted for the successful candidate.

USM is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

Length:
Fiscal Year (12 Months)

Required Documents:
Cover Letter, Resume/CV