

Associate Provost, Academic & Student Success
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251423>

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Posted Jan. 10, 2025, set to expire May 8, 2025

Job Title Associate Provost, Academic & Student Success
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Jan. 10, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate Provost/Chancellor

Academic Field(s) Administration - Other
Administration - Undergraduate Education
Administration - Student Affairs
Administration - Academic Unit

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Job Description

Posting Details

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Position Information

Position Title

Associate Provost, Academic & Student Success

Requisition Number

SCA00798

General Description

Reporting to the Provost and Vice President, Academic and Student Success, the Associate Provost provides strategic leadership and management in support of the Division of Academic and Student Success as related to academic policies, curriculum and program development, academic and retention initiatives, strategic planning and assessment, compliance and accreditation activities, resource development and professional development for faculty and staff within the Division. Areas of oversight and offices include curriculum development, grant administration (Title III/Pathways and Perkins), Transfer and Articulation, Faculty Center for Professional Development (FCTL), and accreditation.

The Associate Provost will foster collaboration with faculty, academic deans, Student Development staff and external communities to advance the institution's mission of providing an uncompromising focus on student success. The Associate Provost will work with the Provost, Deans, and Institutional Research to assist in developing best practices for the development of data driven curriculum and program development. The Associate Provost will work to create and oversee the implementation of proven best practices for retaining students while guiding them toward success. By focusing on assessment and retention data, the Associate Provost will work with all areas under Academic and Student Success to help students realize their dreams.

The Associate Provost is primarily internal and operational, but serves as the primary representative and authority of the Academic and Student Success Division of the College in the absence of the Provost.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in

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this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- In collaboration with the Provost, the Associate Provost will provide college-wide leadership, oversight, and vision for academic and student success to advance the College's mission, vision, and strategic plan.
- Serve as a member of the Provost's Senior Leadership Team and work collaboratively with the Provost to lead and oversee long term strategic planning and operations for the Division.
- Provide leadership for and oversight with the Provost of the development, management, assessment, and quality improvement of the College's academic programming and services based on local community and workforce needs for ultimate benefit within the College's service area.
- Advance the connection between education and the economy by assuming an active role in local community outreach and maintaining contacts and strategic alliances with local leaders to lead and support the development of cutting-edge academic credit programs that meet the ever-changing workforce needs in Philadelphia and the region.
- Continually identify and assess best practices regionally and nationally to ensure that academic programs achieve a competitive advantage through improvement of content and related outcomes.
- Provide leadership and quality assurance for programmatic accreditation, articulation agreements, and other areas in accordance with published standards, rules, regulations, and law.
- Collaborate with Institutional Advancement in the procurement of external funding for academic related programs and services.
- **Develop and oversee the implementation of a comprehensive student retention plan for the Division of Academic and Student Success.**
- Oversee the development, coordination and implementation of the guided pathways initiative

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- providing direction and oversight of the College's Title III grant.
- Oversee curriculum development, review and revision, and the formulation of recommendations for changes and improvements, including promoting program innovation.
 - **Provide leadership in fostering curriculum and program innovation.**
 - **Collaborate with Deans to ensure that all programs provide students with a clear pathway to earn stackable credentials and skills that are most relevant to employers.**
 - With faculty and college leaders, work to ensure the success of developmental and ESL students.
 - **In conjunction with the Deans, ensure that courses, programs and degree offerings are in compliance with academic and accreditation standards and College requirements.**
 - **Provide leadership for the development, implementation and enhancement of assessment activities to ensure the identification of expected outcomes for student retention, student completion, educational programs, and provide evidence of improvement based on analyses of the results gathered from the data.**
 - Support the Provost in the management of the Board of Trustees Student Outcomes Subcommittee and prepare regular reports and presentations to the Committee as requested.
 - **Oversee the management of the Board of Trustees Workforce Subcommittee and prepare regular reports and presentations to the Committee as requested.**
 - **Oversee and coordinate the continued development, assessment and analysis of Administrative, Educational and Support Unit Assessment for the Academic & Student Success Division. Ensure outcomes are integrated with divisional planning and aligned with the review process; author and prepare all related college reports as assigned by the Provost/Vice President.**
 - Provide ongoing support and collaborative leadership for the Division's master plan to include guidance on meeting annual goals and monitoring outcomes.
 - Oversee Perkins funding and other cross-divisional funding opportunities.
 - **In conjunction with Institutional Research, Deans and Vice Presidents, work to facilitate all courses, programs, and institutional assessment reports and activities.**
 - **Participate in the selection, onboarding and ongoing support of key College staff including Deans and Assistant Deans.**
 - **Provide leadership for implementation and ensure compliance with academic and student development policies, procedures and priorities.**
 - **Perform special projects and provide fact finding and troubleshooting activities in areas of special interest as assigned by the Provost/Vice President for Academic and Student Success.**
 - **Work with other College staff to develop a positive image of the College and to effectively promote the College's academic programs.**

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- Participate collegially on college committees and community boards as required.
- Represent the College in local, regional, state, and national groups, organizations, K-12 schools, and post-secondary institutions.
- Oversee and expand articulation and transfer initiatives to create additional seamless pathways to the baccalaureate for CCP transfer students.
- Work with deans to oversee the preparation of correspondence, reports and proposals as required by federal, state, and local agencies. Author and prepare a variety of college reports as assigned by the Provost.
- **Respond to student and faculty issues as appropriate.**
- **Deliver quality customer services to both internal and external constituents in a professional helpful and courteous manner.**
- **Provide oversight and direction in the Provost/VP's absence. Represent the Provost/VP and/or the Academic and Student Success Division internally and externally as required.**
- **Other duties as assigned.**

Minimum Qualifications

- Earned master's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Seven (7) years of progressively responsible relevant experience in higher education, with a minimum of five (5) years of experience in a professional, supervisory, or management capacity required.
- Previous college-level teaching experience; preferably at a community college.
- Demonstrated strong commitment to academic excellence, strong work ethic, and demonstrated academic record of innovation and program development, analysis, and evaluation required.
- Knowledge of nationally recognized reform efforts in the areas of instructional and curricular innovation practices, Guided Pathways, developmental education, as well as practices in retention and enrollment development, **preferred**.
- Knowledge of state and federal laws related to higher education required.
- Experience in academic assessment work at the course, program, and institutional levels required.
- Evidence of a commitment to teaching and learning and the vision of a student-centered institution required.
- Conversant in technological innovations and potential programs of the future.
- Outstanding interpersonal skills including engaging verbal and written communication and ability to influence a wide range of individuals from different backgrounds and at different levels.

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- Demonstrate a collaborative approach to governance.
- Demonstrated experience overseeing and implementing efforts to improve student learning outcomes for students of color and eliminating equity gaps.
- Prior supervisory experience required.
- Ability to maintain confidentiality and use discretion in managing information.
- Demonstrated ability to exercise good judgement in evaluating and assessing complex situations to inform sound recommendations for next steps.
- Demonstrated ability to develop, manage and lead; and establish relations in the public and private sector required.
- Demonstrated knowledge, skills and abilities in working with faculty, staff, students and community groups of diverse backgrounds, as well as deep commitment to issues of diversity, equity and inclusion required.
- Ability to manage shifting priorities and multiple demanding projects required.
- Energetic, innovative, and highly motivated spirit with drive for excellence along with high professional standards.
- Experience demonstrating collaboration, consensus building, conflict resolution and problem solving required.
- Ability to articulate complex higher education issues in a manner that can clearly be understood by a variety of audiences.
- Demonstrated commitment to the mission of a community college, and a strong commitment to a large, complex and diverse campus community required.
- Demonstrated analytical ability: ability to identify, understand, analyze and use data in decision making required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

Preferred Qualifications

- Doctorate degree preferred.
- Extensive experience as a participant in an accreditation self-study cycle/committee, external evaluator, liaison, or similar is preferred.
- Demonstrated experience recruiting and retaining faculty and staff of color preferred.
- Prior experience in a unionized environment preferred.

Work Location

Main Campus

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Benefits Summary

Benefits:

“Success Starts Here” at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

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For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank

7

Min Salary/Hourly Rate

\$ 99,460

Max Salary/Hourly Rate

\$ 164,110

Job Posting Open Date

10/01/2024

Type of Position

Administrator

Job Category

Employment Status Full-Time Special Instructions to Applicants

The College is being assisted with recruitment efforts for this search. Candidate review will begin immediately and will continue until a new Associate Provost for Academic and Student Success is named. The ideal start date for this opportunity is early/mid 2025.

Interested candidates can apply using the following Talent Profile link:

<https://www.dsgco.com/search/21660-ccp-assoc-provost-for-academic-and-student-success/>

Inquiries and nominations may be sent in confidence to:

Christopher Lee, Ph.D., Managing Director

Davirah Timm-Dinkins, Senior Search Associate

ccpassocprovost@storbecksearch.com

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Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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