

Vice Provost for Branch Campuses

University of San Francisco

Department: Academic Affairs/Provost Office
Job Type: Full-Time

The University of San Francisco, a dynamic and diverse Jesuit Catholic university in the heart of one of the most vibrant cities in the world, is entering a period of targeted, strategic expansion. USF has five colleges that offer programs for 9,500 undergraduate, graduate, and professional students. USF is classified by the Carnegie Foundation as both a Doctoral Research University and as a Community Engaged Institution. With over 400 full-time faculty and 93,500 alumni, the University seeks to build upon its 150 years of academic excellence and commitment to social justice.

The University's branch campuses will play a critical role in increasing access to high quality, Jesuit education; developing convenient locations for professionals seeking advanced degrees; and assuring that USF maintains its excellent financial health through revenue growth. USF seeks a Vice Provost for Branch Campuses with a record of successful innovation and expansion of high quality university degree programs.

The Vice Provost serves as the representative for Academic Affairs in overseeing the day-to-day operations and utilization at the University's branch campuses in San Francisco, San Jose, Sacramento, Pleasanton, Santa Rosa, Orange County, and other sites that may be developed.

Job Responsibilities: RESPONSIBILITIES

- Work with the Deans of the Schools and College to maximize utilization of the University's branch campuses.
- Work with the Deans of the Schools and College to maximize net revenue generation at the University's branch campuses.
- Conduct research on new program opportunities and work with the deans to implement new programs through articulation agreements as well as extending programs already offered in SF.
- Work with the Vice Provosts and Deans to ensure high quality delivery of services and staffing at the University's branch campuses.
- Work with the Vice Provost for Academic and Enrollment Services and the Director of Admissions to oversee development of enrollment projections for each of the branch campuses.
- Build relationships with the community colleges in each branch campus area.
- Build relationships with key community, corporate, and government constituencies in each branch campus area.
- Ensure the alignment of the University's branch campuses with the mission and values of USF.
- Work with the Vice Provost for Budget and Planning and the Deans to monitor the budgetary performance of all programs delivered at the branch campuses and review the budgetary implications of all new initiatives.

- Work with the Vice President for Communications to ensure that the branch campuses promote the University's reputation and visibility through effective marketing strategies.
- Work with the Vice President for Business and Finance and the Assistant Vice President for Facilities Management on all facilities-related issues at the branch campuses.
- Work with the Office of Development to maximize regionally based fundraising opportunities
- Work with the Vice President for Information Technology Services on all technology-related matters at the Branch Campuses.
- Supervise the work of each Branch Campus Director.
- Other duties as assigned.

The Vice Provost reports to the Provost and Vice President for Academic Affairs and works closely with other members of the University leadership. The Vice Provost is a member of the Provost's Council and President's Leadership Team.

Minimum Qualifications:

QUALIFICATIONS

- An earned doctorate or equivalent professional experience in an academic setting preferably in the areas of branch/regional/distributed campus operations.
- At least 5 years of senior-level experience in managing a branch campus operation.
- Willingness to innovate and identify institutional best practices that can be implemented at the University.
- Strong analytic and problem-solving skills as well as excellent communication skills, flexibility, and a commitment to transparency and collaborative work.
- An understanding of and commitment to support the Vision, Mission, and Values of the University.

To apply, visit <http://apptrkr.com/215551>

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