Position Description

Date: 05/03/12
Position Title: Provost and Chief Academic Officer
Grade: X
FLSA: Exempt

Position Summary:

Reporting to the President, the Provost is to provide academic vision and leadership to fulfill the University’s mission. The Provost oversees all academic Schools, Colleges, programs, faculty affairs, and many academic support functions for the university. The scope of the role includes: enrollment of over 7,700 undergraduate, graduate, and professional students, with financial oversight of $275 million dollars, directly/indirectly lead over 800 faculty and 1600 staff.

Primary Duties and Responsibilities include:

1. Provide Creighton’s Schools and Colleges, Student Life, and University Ministry with progressive academic and co-curricular leadership, vision, and direction to meet the mission of the University. This includes providing leadership and counsel to the eight Deans (College of Arts & Sciences, College of Business, School of Nursing, School of Medicine, School of Law, School of Dentistry, School of Pharmacy and Health Professions, Graduate School, and University College and Summer Sessions) and two Vice Presidents (Division of Student Life, and University Ministry).

2. Collaborate with the President and University leadership to provide outstanding care for our patients and to ensure that the academic vision integrates with Creighton’s Catholic/Jesuit mission, while meeting fiscal responsibilities.

3. Work closely with the Board of Directors, the President, and various university constituents to develop, implement and communicate academic and holistic development strategies and plans for Creighton.

4. Lead and direct Deans to meet/exceed enrollment targets, retentions rates, and graduation rates for all Schools and Colleges, and to ensure that mission driven academic and co-curricular objectives are achieved.

5. Partner with the President and University Relations leadership to develop and promote mission, academic and student life, philanthropic plans, and strategies.
6. Coordinate out-of-classroom learning, learning environments, and support services for students to create a dynamic living-learning experience emphasizing critical thinking and mission-focused leadership skills development.

Knowledge, Skills, Abilities, Qualifications:

- Have 12-15 years of progressive academic leadership experience in higher education
- Be preferably a sitting dean or be in a higher level academic post.
- Hold a Ph.D. or other academic terminal degree.
- Have successful experience in developing and executing academic strategies in a complex and comprehensive university.
- Demonstrate support of the University’s Catholic/Jesuit mission.
- Have competence in financial matters with fiscal skills and acumen necessary to facilitate the allocation of resources effectively and efficiently among competing and compelling needs of the institution and its mission.
- Demonstrate executive leadership skills including visionary leadership, a strategic thinking, an innovative and entrepreneurial spirit, and a commitment to multidisciplinary research and education.
- Be a leader with excellent collaboration and consensus building abilities sufficient to bring together a diverse group of constituents.
- Possess excellent communications abilities, including large group presentation skills.
- Demonstrate decisive management skills.
- Be comfortable and experienced in utilizing the management principles of delegation, responsibility, and accountability.

Disclosure: This job summary is intended to describe the functions and nature of work performed by the people assigned to this classification. It is not intended to describe all responsibilities, duties, and skills required. Regular, reliable attendance is an essential function and all employees are required to follow any other job-related instructions and to perform any other job-related duties as required. Employees may also be required to work in excess of normal working hours as workloads and seasonal activities necessitate.

May 3, 2012