

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Director of Academic Operations and Special Assistant to the Provost (Unclassified)

Requisition Code:

492858

Location:

Main Campus (Galloway)

Job Category:

Management

Department:

Office of the Provost

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

Work Hours:

Monday-Friday; 8am-4pm

Posted Date:

12/19/2023

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

Stockton University is seeking to fill the position of the Director of Academic Operations & Special Assistant to the Provost who will aid the Provost in this managerial position. The Director of Academic Operations & Special Assistant to the Provost will execute the vision of the Provost and manage the daily administration of the Division of Academic Affairs.

Descriptions of Essential Duties/Responsibilities:

- Coordinate Provost calendar, related travel, and materials to accommodate a broad range of meeting needs across Academic Affairs, the University, and external partners.
- Manage Provost communication including mail, email, and support regular meetings such as Provost Council and Deans Council.
- Draft and edit internal and external correspondence, including remarks or speeches for the Provost.
- Prepare for Board of Trustees meetings in conjunction with the President's Office.
- Under the direction of the Provost and Vice President for Academic Affairs, establish operating procedures, monitor and evaluate programmatic and operational effectiveness; and recommend and/or effectuate changes to improve academic initiatives, manage problems, and recommend and implement resolutions.
- Maximize the critical effectiveness of the office of the Provost and the Division of Academic Affairs through design, operation, oversight, and timely completion of critical initiatives and projects.
- Coordinate and manage special projects and initiatives to and from the Provost, including conducting research and writing reports, or other documents as needed.
- Assist the Provost by directing the priorities of those who report to the Provost and manage the daily administration of the Division of Academic Affairs, including staff as necessary.
- Serve as the member of the Provost's managerial team who ensures that resources shift according to changes in Academic Affairs' priorities.
- Provide support to the Provost at University, VIP, ceremonial, and routine events at various on and off campus locations with flexible hours and serve on University committees as needed.
- Use strong organizational, communication, leadership, and interpersonal skills to represent the Provost in all settings.
- Facilitate review of forms and documents requiring Provost Approval.
- Assist in the planning and implementation of essential Academic Affairs and University events, included but not limited to, Fall Faculty Conference, workforce readiness initiatives, and other programming.
- Support the Provost and/or Associate Provost in preparing materials and correspondence related to the Academic Issues Committee (AIC) and New Jersey Presidents' Council.
- Perform other duties as assigned by the Provost and Vice President for Academic Affairs.

Required Qualifications:

- Master's degree from an accredited college or university, or Bachelor's degree with experience in higher education.
- Minimum 3 years experience in higher education administrative operations.

- Demonstrated excellent writing, organizational, and communication skills.
- Demonstrated excellent diplomacy and human relations skills.

Preferred Qualifications:

- Significant professional experience in higher education executive administration support.
- Experience working with Banner or a related product in an educational setting.
- Demonstrated ability to support a leadership team and balance the needs of Academic Affairs and the broader community.
- The ability to work well with all levels within the organization, including trustees, university officials, faculty, staff, students, and community partners.

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Only electronic documents will be accepted. Please complete the online application and include three professional references in addition to the following required documents. All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae
- Unofficial Graduate transcripts

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.

- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.