Blackburn College
Position Description
Provost

General Summary – Provides leadership to the academic program at the College in collaboration with the faculty. Supervises other student learning enterprises, including the Work Program and academic support services. Oversees administrative functions, including the Registrar, Learning Commons, Technology Services, and Institutional Research. Acts on behalf of the President or Board during the President’s absence. Takes on institution-wide leadership roles as delegated by the President.

Essential Job Functions –
• Leads efforts to develop, assess and maintain curricular programs in a partnership with the faculty and staff shared governance system
• Recruits, selects, retains, assesses, and makes tenure/promotion decisions (in collaboration with appropriate committees) to maintain an outstanding and student-focused faculty and staff
• Serves as the primary contact and leader for assessment of student learning and accreditation activities
• Coordinates and supervises a collection of student academic support services and programs
• Ensures that the Work Program meets its goals for affordability, community building, and student professional development
• Coordinates, with the Vice President and Dean of Student Life, student success and retention efforts
• Participates in enrollment management leadership, driving towards goals through recruitment, admission, matriculation, retention, and graduation
• Oversees logistical and operational aspects of the academic program, including registration, budgets, and so on
• Provides leadership for innovate new or revised academic programs that bring Blackburn’s unique educational experience to new populations of students
• Serves in an institutional leadership capacity during the absence of the President or when delegated by the President