



## *Associate Provost | Vice Provost of Student Success*

*Oklahoma State University  
Stillwater, Oklahoma*

The Provost and Senior Vice President of Oklahoma State University invites nominations and applications for the position of Associate Provost | Vice Provost of Student Success. The successful candidate will provide leadership, advocacy, coordination, and recommendations for academic and non-academic initiatives supporting student success and persistence at Oklahoma State University. Additionally, this individual will have commensurate authority for performing the duties of the office as determined by the Provost and Senior Vice President.

[Oklahoma State University](#) has a rich history of institutional success and growth. A land-grant institution with more than 35,000 students across a five-campus system, OSU has graduated more than 264,000 students to serve the state of Oklahoma, the nation and the world. Over the past year, President Kayse Shrum and Provost and Senior Vice President Jeanette Mendez – OSU’s new, transformational leadership team -- have taken steps to advance the institution further with the development of a strategy for the next era of OSU. This fall, OSU launched the [university system strategy](#) with a focus on becoming the nation’s preeminent land-grant institution. The Associate Provost | Vice Provost will support collaborations with departments, schools, and colleges across campus. Working directly with deans, directors of student academic services, and other campus administrators and staff, this position will design and implement an aggressive university-wide strategy for the improvement of undergraduate student retention and persistence toward graduation.

Units reporting to the Associate Provost | Vice Provost include Academic Services for Student-Athletes, University College, University College Advising and the Learning and Student Success Opportunity (LASSO) Center. This position will also work closely with administrators and staff in Academic Affairs, Enrollment Management, Institutional Diversity, Institutional Research and Analytics, Student Affairs, and other units actively engaged in research and assessment of student retention initiatives and intervention opportunities enhancing student persistence toward graduation.

Responsibilities of the Associate Provost | Vice Provost include, but are not limited to:

1. Serve as the university’s chief retention officer and provide leadership to direct reports to ensure these programs and centers are providing high-quality support to relevant student populations.
2. Collaborate broadly to promote student success across all undergraduate colleges and on both the Stillwater and Tulsa campuses. Forge partnerships with key academic units so the office can undertake the work necessary to support student success.
3. In coordination with campus partners, develop a five-year Student Success Plan for the university aligned with institutional goals, as well as an iterative process for initiating new strategies and tactics.
4. Collaborate in campus-wide development, planning, and execution of effective strategies to identify key performance indicators and strategic outcomes.
  - a. Envision, plan, and seek funding for future student success initiatives and programs.
  - b. Develop resources and strategies for students across the university, including visionary initiatives that focus on the relationships among student success, persistence to graduation, and advising functions.
5. Assess activities undertaken to improve student retention, persistence, and graduation.
  - a. Support and improve successful initiatives and discontinue initiatives that are not effective.
  - b. Oversee and assess institutional reform efforts directed toward improved student academic

success.

6. Develop and coordinate summer bridge and/or pre-fall programs offered by academic colleges and units.
7. Collect and interpret data that recognizes the cultural and socio-economic differences among learners to demonstrate areas of needed support for advising and student success. Leverage performance indicator tools, analyze data and share results on a frequent and regular basis with administrators, faculty, and staff for timely intervention.
8. Further develop, refine, and enhance services and support provided to transfer students.
9. Further develop, refine, and expand academic success programming for at-risk students including first-generation and Pell students, as well as those on academic notice and/or probation.
10. Coordinate with the Associate Provost and Director, Institute for Teaching and Learning Excellence, to champion an inclusive, student-centered teaching and learning environment.
11. In conjunction with the Vice Provost for Academic Affairs and the General Education Advisory Council, monitor the success of changes to the General Education curriculum.

**QUALIFICATIONS** - Candidates must possess the following, and determination of title will be made based on the qualifications and experiences of the successful candidate, particularly whether the candidate has held faculty rank at their current and/or previous institution(s).

1. Master's degree is required, with a minimum of five years of recent experience working in academic and/or student affairs, advising, or enrollment management strongly preferred.
2. Doctorate or terminal degree is preferred with at least seven years of progressively responsible experience in higher education advisement, academic programming, and retention-related initiatives.
3. Demonstrated history of promoting ethical behavior and social responsibility, and the capacity to lead, work, and communicate effectively with faculty, staff, students, alumni and other educational agencies and institutions.
4. Demonstrated leadership abilities, including strong and effective interpersonal skills, the abilities to relate to people, to manage resources, and to delegate responsibilities and proportionate authority.
5. Willingness to take responsible risks, innovate, and make decisions in accord with appropriate faculty counsel and sometimes prior to the acquisition of complete information.

**APPLICATION PROCESS** - The Division of Academic Affairs has a strong commitment to diverse people's well-being and development. As such, applications are encouraged from candidates who understand and model the importance of inclusive excellence in higher education. While applications will be accepted until a successful candidate has been identified, interested parties are encouraged to submit their materials on or before January 15, 2023, to receive optimal consideration. Applications (letter of interest, curriculum vitae, and the names, e-mail addresses, and telephone numbers of five references) must be submitted online at [Jobs.okstate.edu](https://jobs.okstate.edu), Req12816. Nominations for and/or questions about this position should be directed to [provost@okstate.edu](mailto:provost@okstate.edu).

*Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions. For more information, visit [eoo.okstate.edu](http://eoo.okstate.edu).*