



THE KING'S COLLEGE
NEW YORK CITY

JOB DESCRIPTION

JOB TITLE: Provost

DEPARTMENT: Academic Affairs

REPORTS TO: President

WORKS CLOSELY WITH: President, Faculty, Academic Affairs Office, Registrar, Student Success, Library, and President's Cabinet.

EMPLOYEE TYPE: Full Time

FLSA STATUS: Exempt

DATE PREPARED: 9/21/21

OVERVIEW OF POSITION:

The Provost is the Chief Academic Officer of the College. All academic programs and certain related faculty matters (detailed below) fall under his or her authority. In consultation with the President, the Provost works directly with the Academic Affairs Committee of the Board of Trustees on these matters as defined in the Board Bylaws, the Board Standing Policy Manual and the Faculty Handbook.

RESPONSIBILITIES:

- **Executive Leadership:** The Provost is a member of the President's Cabinet of the College. While other individuals on the President's Cabinet may have primary responsibility for one of the areas below, all members share responsibility for the success of the College and the achievement of the College's goals. As such, he or she shares responsibility for the following.
 - Fulfilling the mission and vision of the College as set forth by the President and Board of Trustees
 - Meeting revenue goals from tuition and business operations as set forth by the President
 - Maintaining academic excellence in the programs of the College
 - Raising funds from donors and foundations
 - Maintaining operational excellence at the College
 - Maintaining operational efficiency
 - Fostering spiritual vitality in the lives of the employees and students of The King's College
- **Academic Leadership:** Develop and implement the academic strategy of the school including the following:
 - Maintain high academic standards at the College
 - Maintain a strong core curriculum centered around Politics, Philosophy, and Economics, plus Bible and History
 - Develop excellence in communication through written and spoken word



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- Through the program and committee structures, design and gain approval for new academic programs and initiatives
- Further develop and improve new and existing academic programs in line with the College's mission statement
- Manage the academic budgets in accordance with the financial resources of the College
- Manage teaching loads in accordance with the mission and vision of the College
- **Faculty Leadership:** Lead and develop the faculty of the college
 - Develop existing faculty
 - Recruit and hire outstanding new faculty in accordance with Board Bylaws, Standing Policy and the Faculty Handbook
 - Raise the profile of the College and its faculty
 - Plan and conduct faculty meetings
 - Oversee employment policies related to faculty
 - Determine teaching loads and expectations for publishing
 - Oversee policies set forth in the Faculty Handbook (in alignment with regulatory and accrediting standards.)
 - Oversee faculty evaluation and promotions
- **Leadership Through Scholarship**
 - Continue original writing/publishing as well as speaking at off-campus conferences (in consultation with the President)
 - Represent King's at various Provost/VPAA/Academic Dean conferences
- **Academic Initiatives**
 - Oversee and continue development of an appropriate online educational program for the College
 - Oversee and continue the marketing and development of King's "Semester in the City" program
 - Oversee and continue development of Academic centers
 - Oversee the consideration, development and possible implementation of new academic initiatives and programs
- **Academic Services Leadership**
 - Oversee the development of the library and acquisitions
 - Oversee the Registrar's Office
 - Oversee the Office of Career Development
 - Oversee Middle States Accreditation, licensing with New York State (NYSED), and other regulatory matters
 - Oversee course planning, curriculum changes, scheduling, registration, advising, external study, and the academic calendar
 - Oversee the work and staffing of the Office of Student Success



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- Oversee the work of the Educational Ventures staff, including study abroad programs, dual enrollment, high school summer academy and related projects

ESSENTIAL SKILLS AND EXPERIENCE:

- Graduate degree (Ph.D. or equivalent doctoral degree)
- Understanding of and commitment to the College's mission
- Five years' experience in academic leadership
- Excellent writing and speaking skills
- Ability to communicate well with major figures in government, the private sector, and civil society
- Ability to work cooperatively with colleagues and staff at all levels
- Attention to detail, excellent memory, and diligence
- Capacity to listen well
- Capacity to move fluidly between details and big picture
- Strong planning, organizational, and quantitative skills

REPORTING TO THIS POSITION:

- Faculty and academic leadership
- Academic Affairs Office Staff
- Registrar staff
- Student Success staff
- Library staff
- Educational Ventures
- Institute Staff

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

General office environment; normal mental concentration.

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of The King's College to provide equal employment opportunity for all applicants and employees who share its faith and mission. The King's College does not unlawfully discriminate on the basis of age, race, creed, color, national origin, military status, sex, disability, predisposing genetic characteristics, and/or marital status.

GENERAL SIGN-OFF:

This employee is expected to adhere to all College policies and to act as a role model in their adherence.



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I have read and understood this explanation and job description.

SIGNATURE: _____

DATE: _____