

## Position Description

### Associate Vice President for Graduate Education

Reporting to the Vice President of Research and Graduate Education, the Associate Vice President for Graduate Education (AVPGE) is the institutional officer responsible for advancing a compelling and innovative vision for graduate education at Chapman University. The AVP will ensure leadership and advocacy for the mission of graduate education across Chapman University.

The AVPGE works collaboratively with the Provost, Vice Presidents, Vice Provosts, and Deans to advance reputable graduate and professional programs. The AVPGE is responsible for the academic administration and coordination of 45 graduate degree and professional licensure programs (post-baccalaureate, credential, masters, specialist, doctoral) with 2,345 graduate students on two campuses (Orange and Irvine). Furthermore, the AVPGE oversees the development of existing and new graduate and professional programs (in collaboration with the Schools and Colleges); recruitment, enrollment, progression and support of graduate students (in collaboration with the Vice Provost of Admission and Enrollment); national and international outreach and promotion of the University's graduate education; as well as program and student performance data analytics both internally and in comparison with peer institutions (in collaboration with the Institutional Research Office).

The position releases the faculty from their teaching load. Compensation is current faculty salary plus a stipend in the range of \$30,000 to \$38,000 for a 12-month, at-will administrative assignment. The position begins July 1, 2024, and will report to the Vice President of OOR.

The position serves as the supervisor of two direct reports.

### Essential Duties

#### **Academic Program Development (30%)**

1. Conduct analyses, prepare reports, and develop recommendations for graduate programs to ensure academic excellence.
2. Provide leadership in the Office of Research and Graduate Education and collaborate with the Provost Office and Deans in policy development within the context of the University's, College's, and School's strategic plans.
3. Conduct analysis of institutional data, national and regional trends in graduate education, and job market data to determine the optimum size and profile of the graduate student body to position the University to achieve its strategic priorities.
4. Monitor national and international trends to evaluate needs for new, sustainable innovative programs in collaboration with academic deans and the provost.
5. Assist academic units and faculty to lead, develop and implement new graduate programs.
6. Work with academic units to strengthen graduate education through innovative, interdisciplinary,

and cross-departmental graduate student training.

7. Conduct analysis of tuition in graduate programs to inform tuition pricing strategy and strategic use of financial aid.
8. Serve as a guide and resource to expedite program review and development.
9. Consult academic deans on high-level graduate program needs, staff structure, and best practices.
10. Assist the Graduate Academic Council in the development of university-wide policies, in reviews of existing and new programs, as well as in reviews of all academic issues.

### **Graduate Student Experience (25%)**

1. In coordination with the academic deans, work to build a vibrant and supportive community for graduate students.
2. Assist graduate programs in promoting an inclusive and equitable learning environment for students to prepare them to be at the forefront of discoveries, creative activities, and entrepreneurship with global impact.
3. In coordination with various university's offices, e.g., Dean of Students, academic deans, and graduate programs, work on enhancing graduate student support, development of new and timely modification of existing policies governing graduate student tuition, financial support, graduate assistantship, and graduate student housing. Analyze national trends and best practices and develop recommendations for new forms of graduate student support.
4. Meet regularly with graduate students to learn about their academic progress, experience, and needs and look for opportunities to make enhancements.
5. In coordination with the Dean of Students promote participation of the Graduate Student Association and graduate students in university governance.
6. Participate in significant graduate student academic events, orientations, and graduations as needed.

### **Enrollment, Graduate Recruitment, and International Outreach (15%)**

1. In collaboration with the University Office of Graduate Admission and enrollment teams in each College or School, develop, and implement strategies to increase the number and quality of applicants and applicant yield in the graduate programs.
2. Work on achieving the university's enrollment goals with the primary aim to bolster graduate student enrollment.
3. Assist academic deans and graduate programs in the analysis of university data to ensure data-driven decisions about recruitment and enrollment activities.
4. Assist graduate programs in developing graduate enrollment plans consistent with overall university plans, with particular attention to the attraction, retention, and graduation of a diverse and inclusive graduate student body.
5. In collaboration with Graduate Admission, Colleges and Schools, and programs develop a strategic

plan for recruiting diverse international students.

6. Conduct regular market assessments of international student needs.
7. Work with Strategic Marketing and Communication and Graduate Admission to ensure marketing efforts are inclusive of different market sectors, including diverse international applicants to the graduate programs.

### **Marketing (10%)**

1. Work with marketing and communications colleagues across our campuses to support and promote Chapman graduate programs.
2. Serve as the University's graduate ambassador.
3. Examine ranking trends and develop strategies to enhance the University's graduate profile within the regional and national graduate education landscape.
4. Work with the Colleges and Schools on ranking timelines for dean peer assessment.
5. Represent Chapman University graduate programs in national and international organizations, councils, and committees.

### **Data Management (10%)**

1. Partner with IS&T, Admission and Enrollment Management, Colleges and Schools, the Office of the Registrar, and other administrative and academic units to develop a real-time data collection, retaining, and presentation system to aid in the analyses and development of the graduate programs, short-term and long-term graduate enrollment planning.
2. Conduct analysis of feasibility of graduate student teaching, assess the part-time faculty teaching load, and work with the academic deans to enhance support and professional development of graduate students through their teaching.
3. Develop an integrated data management system that covers the whole student lifecycle at the University (admission, enrollment, financial aid, billing and collecting, retention, program milestones, degree program completion, and alumni relations).
4. Implement and strengthen the use of technology-based systems that improve accessibility to the data, enhance communication, operational efficiency and effectiveness.

### **Graduate Education Management (10%)**

1. Provide leadership to the Graduate Education staff.
2. Manage and monitor the Graduate Education and Graduate Assistantship budgets.

### Supervision

Assistant Director of Graduate Education  
Administrative Coordinator

## Qualifications

Full-time faculty at the level of advanced Assistant, Associate or Full Professor with the relevant experience, knowledge, and expertise. This position requires the ability to effectively establish and maintain collaborative working relationships within a diverse multicultural environment.

### 1. Education and/or Experience Required

- Earned terminal degree.
- Minimum of five years of experience in higher education administration.
- Minimum of five years of supervisory experience.
- Experience with graduate educational organizations.
- A strong record of leading graduate programs at a college and school level.
- A convincing record of championing graduate education and interdisciplinary collaboration.
- Expertise in national and international recruitment.
- Knowledge of “best practices” in admission.

### 2. Knowledge

- Knowledge of CRM, admission, and campus data management platforms.
- Demonstrated knowledge of PeopleSoft, Slate, and Centralized Application Service (CAS) preferred. Experience with standard business software tools, such as Word and Outlook.
- Knowledge of and experience with data analysis and visualization techniques.

### 3. Skills and Abilities

- Excellent interpersonal and communication skills, both written and oral.
- Presentation, leadership, conflict mediation, and team motivation skills.
- Ability to work effectively with administrators, faculty, students, and staff at various levels, and to communicate insights and recommendations effectively to these various stakeholders.
- Ability to handle multiple projects, set priorities, meet deadlines, and maintain a high level of performance in a fast-paced environment with frequent interruptions.
- Ability to supervise employees and work effectively with staff across horizontal relationships.
- Ability to maintain a high level of confidentiality.
- A commitment to diversity and inclusion and a demonstrated ability to work productively with an increasingly diverse campus community.