

Associate Provost for Graduate Education

George Mason University is seeking an administrator with exceptional academic, strategic and interpersonal abilities to further the development of excellence in graduate education with a particular emphasis on raising the profile and rankings of doctoral programs. Reporting to the Vice Provost for Academic Affairs, the Associate Provost oversees graduate education initiatives in the Provost's office and facilitates the development and preservation of high-quality, appropriately resourced graduate programs across the university. The Associate Provost will work collaboratively with academic units, Enrollment Management, Distance Education, Center for Teaching Excellence, the Office of Research, and University Life to lead initiatives related to graduate education and graduate student professional development; develop systems for assessing and encouraging program strength; establish and enhance graduate academic policies; and expand graduate assistantship programs. The Associate Provost will also represent the university and its graduate programs to external organizations at the state and national levels.

Essential duties and responsibilities: 1. Works with the academic units and graduate council to ensure high-quality and robust graduate programs; 2. Allocates and oversees graduate financial support through student funding programs, graduate health insurance and student travel; 3. Shares with the collegiate Deans the responsibilities to review and monitor graduate programs, and track recruitment and retention of a diverse and strong pool of graduate students; 4. Works collaboratively with Center for Teaching Excellence and University Life to create development programs and graduate student engagement in campus life; 5. Supports cross-unit and global graduate programs and initiatives and combined undergraduate-graduate programs; 6. Oversees the Office of Graduate Fellowships to increase the number of prestigious scholarships and fellowships received by our students; and 7. Oversees graduate student funding programs including the Presidential Scholars program and the Provost's Ph.D. Program Award program.

Required qualifications include an earned doctorate from an accredited university; has held a tenured faculty position; at least five years of experience teaching in a graduate program, preferably a doctoral program; demonstrated leadership ability including a demonstrated ability to work effectively with university administrators, faculty and graduate students; excellent interpersonal, verbal and written communication skills; and enthusiasm and demonstrated commitment to high-quality graduate education.

Preferred qualifications include academic administrative and supervisory experience.

Questions about the search and nominations may be forwarded to Dr. Frank Whittington, Associate Dean of the College of Health and Human Services and

chair of the search committee (fwhittin@gmu.edu).

Applicants should submit (1) a cover letter that details qualifications for the position; (2) curriculum vitae; and (3) names of three to five references, indicating the professional relationship of each to the applicant. References will be contacted only with prior permission of the applicant.

Faculty applications must be submitted electronically for position FA831z via: <http://jobs.gmu.edu/>. Review of applications will begin March 12, 2012, and will continue until the position is filled. The anticipated start date for the position is July 2, 2012. Salary is negotiable depending on experience.
