

# Office of the Provost Staff Responsibilities August 2008

Position	Job Responsibilities
Provost	Oversees and leads division of academic affairs; supervises associate and assistant provosts, deans, etc.; interfaces with Vice Presidents, President, President of Academic Senate;
Senior Associate Provost	Coordinates and manages activities for academic program success; Overall responsibility for Academic Affairs in Provost's absence; External liaison for academic programs approval, review and accreditation; Assessment and accreditation coordination; Curriculum planning and development; Represents AA at Academic Senate committees; Supervises: Registrar, K-12 Programs, Northstar Center, University academic advising, Honors Program, Summer Reading Program; Assists Provost with strategic planning and initiatives; Oversees general education and assessment; Assists with strategic academic plan; Assists with academic affairs initiatives; Assists provost with faculty grievance issues;
Assistant Provost for Faculty Success	Coordinates activities for faculty success; Oversees ETC and Online learning; Provides services in support of faculty scholarship (may need a faculty associate) Provides services in support of faculty leadership Leads Learning Communities under guidance of Sr Assoc Provost; Assists with academic affairs initiatives; Assists provost with faculty grievance issues;
Assistant Provost for Student Success	Coordinates activities for student success; Serves as main point of contact for resolving student issues; Leads AALANA student success efforts; Leads AALANA faculty retention efforts; Supports AALANA faculty recruitment efforts; Chairs a standing taskforce to review AALANA student success;

Assistant Provost for Student Success	<p>Coordinates activities for student success;  Serves as main point of contact for resolving student issues;  Leads AALANA student success efforts;  Leads AALANA faculty retention efforts;  Supports AALANA faculty recruitment efforts;  Chairs a standing taskforce to review AALANA student success;  Contributes to provost office support of Northstar Center;  Liaison for McNair Scholarship Program;  Contributes to K-12 program  Develops new programs in support of student success;  Perform research and analysis on retention initiatives;  Liaison with Enrollment Management particularly in the recruitment of students from under-represented populations;  Collaborate with and advise deans on minority students, staff, and faculty issues in the colleges;  Represent academic affairs in partnerships with associations, the Rochester community and other groups aimed at fostering student success;  Serve as lead for the Louis Stokes program;  Provide leadership for the Future Stewards program;  Assists with academic affairs initiatives;</p>
Director of Operations	<p>Oversees and manages the operations of the Office of Provost, including: staff supervision, space management for AA, budget oversight, awards and recognitions, calendaring and travel, promotion and tenure support, Institute Council coordination, events (commencement, convocation);  Assists Provost with strategic planning;</p>
Assistant to the Provost	<p>Provides calendaring and scheduling for provost; handles communications for provost including minutes, agendas, letters, memos; arranges travel and other needs as appropriate;</p>
Assistant Provost and Director for RIT Libraries	
Assistant	