

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: March 29, 2010 Department: Academic Affairs
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: April 30, 2010 Date position to be filled: Open until filled

Position Title: Associate Vice Chancellor for Academic Affairs – Faculty & Quality Enhancement Plan

Salary (annual): Negotiable or Salary Range: _____ to _____

Please check all categories that apply to this position:

Status

- Part-time

% of time
 Full-time

Faculty Position

- Temporary
 Tenure
 Tenure Track (Probationary)
 Grant
 Contract

Unclassified Position

- Administrative
 Temporary
 Permanent
 Grant
 Contract

Classified Position

- Probationary
 Job Appointment
 Provisional Appointment

Contact Person: Mrs. Gloria Moultrie (phone contact only) Telephone No: (504) 286-5342

Contact Email Address: sanovatney@suno.edu

Contact e-mail address is for: Human Resources utilization only Posting to VAS website

Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

Reporting to the Vice Chancellor for Academic Affairs, major responsibilities include: Coordination of Quality Enhancement Plan (QEP) report and implementation; university scheduling; responding to faculty's concerns as related to courses, faculty/student relationships; provision of leadership for faculty development endeavors; develop and update the University Catalog and Faculty Handbook; Chairmanship of the University Commencement Committee; supervision of the Trio programs; responsible for Honors Program, and Chancellor's Emerging Scholars; other duties as assigned.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

A terminal degree in an appropriate discipline is required, with three or more years of relevant experience.

Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

A statement of interest, three letters of recommendation, a curriculum vita, and a copy of undergraduate and graduate transcripts should be forwarded, preferably by e-mail, to sanovatney@suno.edu

Apply To:

Ms. Saragrace (Sally) Novatney, Administrative Assistant
Southern University at New Orleans
6400 Press Drive, Administration Bldg., Room 204
New Orleans, LA 70126
Email: sanovatney@suno.edu
Phone: (504) 286-5381

AN EQUAL OPPORTUNITY EMPLOYER