



## Director, Academic Affairs and Policy

The Director, Academic Affairs and Policy is the principal board office staff member for issues related to student affairs and academic programs and policies. This position reports to the Vice President, Academic Affairs and Institutional Analysis.

The Director, Academic Affairs and Policy leads collaborative efforts with various university academic officers and supports the universities in achieving their missions and goals. This person develops academic policies and procedures for the Arizona university system, reviews academic program changes, academic organizational unit changes, academic policy changes and other academic matters. The Director, Academic Affairs and Policy serves as staff to the Regent's Academic Affairs and Educational Attainment Committee. Prepares, reviews and edits board and committee meeting executive summaries. Makes presentations to regents at formal and informal meetings. Assists in system-wide analyses of academic issues related to student persistence and success. Assists in identifying initiatives to increase enrollment with regard to non-traditional and historically disadvantaged student populations. Establishes and monitors joint metrics of student progress and success. Coordinates Arizona's participation in state authorization reciprocity agreement developments of online education. Assists in developing academic assessments and program review policies and reporting.

Successful candidate will understand each Arizona public university's academic strategic plan, mission, vision and offerings. Higher education, academic or student affairs administration experience desirable. Research background, development of academic programs, legislative/governmental interaction, classroom experience, policy development and knowledge of university system issues and challenges desirable. Ph.D. or doctorate preferred. Demonstrated leadership capabilities, strong written and oral communication skills and the ability to work in a team environment are needed.

Minimum qualifications include: Bachelor degree and five or more years of progressively responsible experience in academic, student affairs or higher education administration OR any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.

Send cover letter, résumé, names and telephone numbers of three work-related references to: [hr@azregents.edu](mailto:hr@azregents.edu) or Arizona Board of Regents • 2020 North Central Avenue, Suite 230 • Phoenix, Arizona 85004. The review of applicants will begin on March 26, 2019 and will remain open until position is filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.