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 the university provosts and 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 board and the Regent’s Academic Affairs and Educational Attainment Committee. Other key responsibilities include: preparing, reviewing and editing board and committee meeting materials; advising and making presentations to regents in formal and informal settings; assisting in system-wide analyses of academic issues related to student persistence and success; identifying initiatives to increase enrollment with regard to non-traditional and historically disadvantaged student populations; establishing and monitoring metrics of student progress and success; Developing academic assessments and program review policies and reporting; liaising with the Arizona Faculty Council and keeping the board informed of faculty concerns and priorities.

The successful candidate will demonstrate familiarity with the academic strategic mission, vision and offerings of the three Arizona public universities. Higher education, academic research, or student affairs administration experience is very desirable. A research background, experience in the development of academic programs, legislative/governmental interaction, classroom experience, policy development and knowledge of university system issues and challenges desirable. Demonstrated leadership capabilities, strong written and oral communication skills and the ability to work in a team environment are essential. Ph.D. is strongly preferred.

Minimum qualifications include graduate degree in social science, experience working with large data sets, a strong grasp of descriptive and inferential statistics, and fundamental data visualization skills. Three years of progressively responsible experience in higher education research and teaching, 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, name and telephone number of three work-related references to: hr@azregents.edu or Arizona Board of Regents • Human Resources • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin November 12, 2021 and will remain open until position is filled.

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