

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: October 1, 2009 Department: Academic Affairs
 SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: October 30, 2009 Date position to be filled: November 15, 2009

Position Title: Associate Vice Chancellor for Academic Affairs - Faculty & Trio Affairs

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 Telephone No: 504-286-5342

Contact Email Address: gmoultrie@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]:

Reports to the Vice Chancellor for Academic Affairs. Major responsibilities include: 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, and Chancellor's Emerging Scholars; other duties assigned by VCAA or Chancellor.

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

A doctorate or terminal degree in an appropriate discipline is required. Demonstrated experience in executing job responsibilities outlined highly desirable.

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

Please submit a letter of application, curriculum vitae, copies of transcripts and the names, addresses and telephone numbers of at least three references, and request that recommendations be submitted via email. Applications and inquiries should be directed, by October 11, 2009, to (see below).

Apply To: Mrs. Gloria Moultrie, VC Comm. Outr./Inst. Adv.
Southern University at New Orleans
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New Orleans, LA 70126
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