The University of Alabama  
Job Description  
Assistant to the President and Associate Vice President for University Relations

Position Summary:

The Assistant to the President and Associate Vice President for University Relations is responsible for the success of all strategic communications, media relations, internal communications, Web presence, broadcast media/production services and marketing efforts of The University of Alabama. This position also directs and oversees the development and implementation of communications objectives, strategies, messages and tactics that establish and maintain positive relationships with University's key internal and external stakeholders. This position also provides consultation and expertise to the President, Provost and Vice Presidents on strategic, crisis and breaking issues that determine and influence overall reputation and image of the University. Operationally, University Relations reports through the Office of Advancement.

Responsibilities:

- Leads the development and execution of strategic and tactical communications and marketing plans and activities that reach key stakeholders in effective, timely, innovative and impactful ways.

- Provides counsel and expertise on communications problems, issues and opportunities to the President, Provost, vice presidents, administrators, deans and department heads. Works directly with the President to develop and implement communications and marketing plans that accomplish specific goals and objectives.

- Develops talking points, messages and tactics that maximize and leverage interactions with key stakeholders; maximize positive opportunities and minimize negative consequences. Direct responsibility for accurate, timely communication of the University's position on critical issues.

- Leads the development and execution of the University's crisis communications plan; serves on the University's Emergency Preparedness Group.

- Serves as the University's spokesperson for national, regional and local media outlets, and key internal and external stakeholder groups, and coordinates responses to open records requests. Works with subject matter experts in Student Affairs, Financial Affairs, Academic Affairs, the Athletic Department, UA Police Department, the Vice Chancellor for Public Relations for the UA System, Legal Department, the City of Tuscaloosa and others.

- Directs development and execution of the University's brand and creative strategy, and use of University trademarks;

- Makes personnel, budget and resource decisions impacting [PR/University Relations] staff, including media relations, broadcast media and video production, internal PR, Web communications, photography and design/production.
The University of Alabama
Job Description
Assistant to the President and Associate Vice President for University Relations

Minimum Qualifications:

• Minimum of a Bachelor's degree in Public Relations, Communication, Journalism or a closely related field and at least 10 years of direct Public Relations/Communications experience.

• At least three years of successful senior leadership experience in a full-service advertising agency and/or marketing department/division of a major corporation or organization with fully-integrated marketing and communications disciplines, including strategic planning, research, account management, creative development, traditional advertising, public relations, media relations, in-house or external vendor oversight-and-coordination, all aspects of on-line communications, and social media.

• A successful track record building successful working relationships with numerous and diverse constituencies.

• Presentation of an extensive portfolio of writing displaying creativity and accuracy will be required.
RESPONSIBILITIES:

The Dean is the chief academic and administrative officer of the College of Arts & Sciences and reports to the Provost. The Dean is responsible for the administration of all programs in teaching, research, and service that exist within the college and must take steps necessary to insure that the stated objectives of the college are met.

MINIMUM QUALIFICATIONS:

- Must have a Ph.D. or other terminal degree in an appropriate academic area.

- Substantial administrative experience at the level of department chair or higher.

- Meet the requirements for full professor in A&S, including the achievement of a distinguished record of research, scholarship, or creative activity.

- A well-defined vision of and commitment to liberal arts education and strong graduate programs.

- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.

- Ability to promote and evaluate high standards of achievement in instructional and research programs.

- Experience generating and managing large scale, competitively awarded sponsored research programs.

- Demonstrated skills and experience to lead a broad and intensive development program.
RESPONSIBILITIES:

The Dean is the chief academic and administrative officer of the College and reports directly to the University Provost. The Dean provides strategic, visionary, and administrative leadership to a variety of constituencies, including academic programs, alumni and corporate support groups, outreach support centers and institutes, and business advising and career counseling. Fundraising is another important role fulfilled by the Dean.

MINIMUM QUALIFICATIONS:

- Must have a Ph.D. or other terminal degree in an appropriate academic area.
- A record of excellence in teaching and scholarship that merits appointment at the rank of Professor with tenure within an academic unit at a major state university.
- Successful administrative experience within a business school that includes creating and implementing strategy, managing finances, fundraising, motivating and overseeing faculty development and enrollment growth, and engaging external constituencies such as alumni and other business-related audiences.
- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.
- Experience and interest channeling resources toward job creation, economic development and outreach to diverse constituencies.
- Positive visibility within AACSB and other nationally and internationally recognized business organizations, including experience in accreditation or re-accreditation.
- Experience generating and managing large scale, competitively awarded sponsored research programs.
- Experience managing intra- and inter-campus program initiatives.
- Demonstrated skills and experience to lead a broad and intensive development program.
RESPONSIBILITIES:

The Dean is the chief academic officer of the College, provides leadership for all the professional units, academic and research programs, and is responsible for the growth and success of the College. The Dean reports to the Provost. The Dean is expected to articulate a vision that addresses communication, information and technology, and that will inspire his/her colleagues to excellence in scholarship, creative activities and teaching. The new dean will bring outstanding interpersonal and communication skills and demonstrated success working effectively with senior leadership and a broad range of internal and external constituents.

MINIMUM QUALIFICATIONS:

- An earned doctorate or other terminal degree in an academic discipline appropriate to the college or a related field and a national reputation based on scholarly, creative and/or professional accomplishments.

- Professional experience in an industry associated with one or more of the College’s units is desirable.

- Experience in institutional development, major gifts, fundraising and sponsored research is desirable.

- Significant experience in administration and management; a strong commitment to collaborative decision making and faculty governance.

- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.

- A respect for the multiple missions of the College’s degree programs and service departments.

- An ability and desire to develop relationships with external constituencies; an appreciation and knowledge of public and commercial broadcasting as well as digital media; and a strong commitment to the successful placement of graduates.
RESPONSIBILITIES:

The Dean is the chief academic and administrative officer of the College and reports directly to the Provost at The University of Alabama. The College is also a Regional Campus of the UA School of Medicine (UASOM) for undergraduate medical education and for this role the CCHS Dean reports directly to the UASOM Dean. The CCHS Dean is responsible for leading the College and defining its standard of excellence. In addition, the Dean provides strategic, visionary, and administrative leadership. Successful candidates should represent a discipline of primary care with a preference toward family medicine and should have an outstanding academic record, a commitment to excellence in professional education and promotion of research, the ability to collaborate effectively with campus and community partners, and demonstrated evidence of leadership success.

MINIMUM QUALIFICATIONS:

- Board Certified and licensed to practice in the State of Alabama.
- Should represent a discipline of primary care with a preference toward family medicine.
- Should have an outstanding academic record, a commitment to excellence in professional education and promotion of research.
- Ability to collaborate effectively with campus and community partners.
- Demonstrated evidence of leadership success.
- A deep commitment to recruiting and retaining a diverse faculty, staff, and study body.
- Demonstrated skills and experience to lead a broad and intensive development program.
**RESPONSIBILITIES:**

The Dean of the College of Continuing Studies reports to the Provost. The Dean is responsible for the overall conduct of the administrative functions of the College, including oversight of the College’s six program divisions: Distance Education; Academic Programs and Services; Professional Management and Development Programs; Paul W. Bryant Conference Center; Southeastern Automotive College; and the Division of Environmental and Industrial Programs. In addition, the Dean oversees the College’s Office of Advancement and Community College Relations and the Office of Administrative Services.

The duties of the Dean including providing leadership and management of the resources required for designing, implementing, and evaluating the University’s Continuing and Distance Education programs, whether delivered in the Bryant Conference Center, across the State of Alabama, or around the world. The Dean must continually demonstrate a working knowledge of marketing and promotion techniques, market research, continuous quality improvement, wise fiscal management, innovative fund-raising, state-of-the-art conference center management, and strategic use of new technology required for distance education.

**MINIMUM QUALIFICATIONS:**

- Earned doctorate in related field and academic background reflecting a commitment to and understanding of the adult learner and lifelong learning.

- Administrative and leadership abilities as demonstrated by:

  - A record of success in managing complex organizations, budgets, and personnel.

  - A record of success in managing complex continuing education programs.

  - Substantial experience in managing the design, development, implementation, evaluation of distance education programs using electronic technology.

  - Substantial experience interacting with a variety of internal and external constituencies.

  - Entrepreneurial expertise.

- Demonstrated skills and experience to lead a broad and intensive development program.
RESPONSIBILITIES:

The Dean of the College of Education reports to the Provost. The Dean is the chief executive officer of the College of Education and is responsible for general College administration including the College's physical, personnel, and financial resources. The Dean provides direction for the College and leadership to its faculty, staff, and students. Provides leadership in faculty development and supports an environment that encourages excellence in teaching, research, and service and collaborates within the College, across the University, and in the community at large. The Dean leads the College in maintaining continued state approval of certification programs by the Alabama Department of Education, accreditation by the National Council for Accreditation of Teacher Education (NCATE) and the Southern Association of Colleges and Schools (SACS), and other specific program accreditations within the College.

MINIMUM QUALIFICATIONS:

- An earned doctorate representative of an area of education from an accredited institution.

- A minimum of four years of previous experience at the department head/chair level or higher or equivalent leadership and academic experiences.

- A record of scholarly achievement sufficient to justify appointment to the rank of tenured full professor in one of the departments within the College.

- Experience with personnel and fiscal management.

- A commitment to diversity with a proven record of providing leadership among diverse constituencies.

- Understanding of accreditation and certification processes.

- Demonstrated skills and experience to lead a broad and intensive development program.
Dean of Engineering
The University of Alabama

RESPONSIBILITIES:

The Dean of the College of Engineering reports to the Provost. The Dean is the chief executive officer of the College of Engineering and is responsible for general College administration. The College consists of the departments of Aerospace Engineering and Mechanics, Chemical and Biological Engineering, Civil and Environmental Engineering, Computer Science, Electrical and Computer Engineering, Industrial Engineering, Mechanical Engineering, and Metallurgical and Materials Engineering. In addition, the College has several major research centers including the Southeast Regional Center of the National Institute for Global Environmental Change and the University Transportation Center for Alabama. The College is a key member in the interdisciplinary NSF MRSEC Center for Materials for Information Technology (MINT) and in the Aging Infrastructure Systems Center of Excellence. The Dean will provide the necessary leadership as the College advances its core missions of education, research and service. The Dean is expected to lead the efforts to grow the external funding of the College and to advance its national ranking, as well as that of the University.

MINIMUM QUALIFICATIONS:

- Earned doctorate in engineering or a related field.
- An outstanding record of scholarship and research, and evidence of dynamic leadership.
- Must meet standards for appointment at the rank of professor in an academic department of the College.
- Demonstrated skills and experience to lead a broad and intensive development program.
- Experience generating and managing large scale, competitively awarded sponsored research programs.
- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.
**RESPONSIBILITIES:**

The Dean of the Graduate School reports to the Provost. This position focuses on issues of importance to faculty across the University such as promotion and tenure, sabbatical leave, and the development of new academic programs. As the Dean of the Graduate School, this position holds primary responsibility for actively fostering the ongoing growth of graduate education. In this position, the Dean will work to create collaborative relationships, to develop graduate programs and to increase enrollment across the various disciplines.

**MINIMUM QUALIFICATIONS:**

- Earned doctorate, a distinguished teaching and scholarship record that is consistent with tenure as a full professor in his/her discipline, and academic administrative experience.

- Experience in graduate education and research is expected and experience in administrative and financial issues involved in supporting graduate education in a state supported, comprehensive, research institution is preferred.
RESPONSIBILITIES:

The Dean, reporting to the Provost, is responsible for providing leadership and ensuring academic excellence for the Honors College. The Dean works closely with the Office of Undergraduate Admissions and Financial Aid in the recruitment of students, oversees curricular offerings, solicits faculty participation in honors courses, and advises students who are enrolled in these programs. The Dean also works closely with the University Honors Program, Computer-Based Honors Program, International Honors Program, and the University Fellows Experience.

MINIMUM QUALIFICATIONS:

- Ph.D. or other appropriate terminal degree.
- Interpersonal skills necessary to relate effectively to students, faculty, and administration, as well as external publics.
- Evidence of academic leadership and commitment to providing challenging and enriching experiences for academically talented students.
- Evidence of outstanding performance in teaching, scholarship, and research that would qualify the candidate for appointment at the rank of associate professor or professor.
- Administrative experience in an undergraduate program and experience teaching honors courses is desired.
- Demonstrated skills and experience to lead a broad and intensive development program.
RESPONSIBILITIES:

The Dean is the chief academic/administrative officer of the college and reports to the Provost. The successful candidate in this position will provide exemplary leadership in planning, integrating, and implementing innovative research and teaching programs. Duties will also include administrative and fiscal leadership for School personnel, its programs and physical resources; program planning, faculty development, and pursuit of extramural funding. Coordination with other university programs, professional and governmental agencies, and industry groups is also expected. Provide administrative leadership for the teaching programs including; student recruitment, instruction, retention, and liaison with students present and past.

MINIMUM QUALIFICATIONS:

- Earned Ph.D. or equivalent in the human sciences represented by programs within the School, or a closely related discipline, and an outstanding record of professional accomplishments.
- An academic record commensurate with the rank of full professor.
- In-depth knowledge of the curriculum in the School and a familiarity with the programs in associated departments and the Graduate School.
- The leadership skills or the potential necessary to administer a program which includes resident instruction, research and service, and the ability to collaborate and communicate effectively with diverse clientele and stakeholders.
- Knowledge of trends and funding opportunities in the discipline related to Research and Academic programs and ability to attract extramural funding.
- Knowledge of organizational structure, budgeting procedures, personnel management, and administrative policies.
- Ability to speak and write clearly and to communicate ideas effectively.
- Ability and interest in providing multi-disciplinary leadership and coordination of diverse research interests.
- Ability to recruit undergraduate and graduate students, and a commitment to fostering research and academic excellence.
- Active participant in professional associations and accrediting bodies related to the disciplines.
- Demonstrated skills and experience to lead a broad and intensive development program.
- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.
RESPONSIBILITIES:

The Dean of the School of Law reports to the Provost at The University of Alabama. The Dean provides leadership to set and achieve Law School-wide excellence in research, teaching, and public service; attract, mentor, and retain high-quality faculty, students, and staff; and enhance diversity in all forms. The Dean manages the Law School with skills including strategic planning, program development and evaluation, and financial management. The Dean will raise funds and promote the Law School in Alabama and throughout the nation, and will strive to maintain and improve the School’s already strong relationship with the University, alumni, and the bar.

MINIMUM QUALIFICATIONS:

- Must have a JD or equivalent degree and have a distinguished record of (or outstanding potential for) chairholder-level scholarship and teaching. Candidates holding advanced degrees with scholarly interests related to the law and involving interdisciplinary, jurisprudential, empirical, or social science work, or exceptional jurists or practitioners may also receive consideration.

- Extensive administrative leadership experience, and strong communication and fundraising skills.

- Demonstrated skills and experience to lead a broad and intensive development program.

- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.
RESPECTIBILITIES:

The Dean of the Capstone College of Nursing is the chief academic officer of the College reporting to the Provost. The Dean participates in the academic management of the University as a member of the Council of Deans. The Dean serves as a liaison between the Capstone College of Nursing and other academic and administrative units of the University, community agencies appropriate to the educational mission of the College and to evaluation and accreditation organizations related to nursing education. The Dean works to create a climate within the College which values diversity of people, ideas, and experiences. The Dean promotes and rewards teaching excellence; scholarship, research and creative activities; and professional and community service. The Dean is responsible for and has the commensurate authority to articulate and implement the vision and mission of the college, work effectively with faculty in shared governance, inspire and challenge faculty in continuous quality improvement, foster an environment that encourages program development, research and related activities, ensures the initiation or continuation of CCNE accreditation for the academic programs within the college, advances sound and innovative solutions to problems, represents the college with the Board of Visitors and external and internal constituencies, gives leadership to strategic planning for the college and monitors progress in order to advance results – based improvements, fosters collaborative relationships and team building to accomplish goals, and gives leadership to the advancement and development activities of the college.

MINIMUM QUALIFICATIONS:

- Qualified candidates will have a doctoral degree in nursing or its equivalent and be eligible for licensure as a registered nurse in the State of Alabama.

- Must have a distinguished record of accomplishment appropriate for appointment as a tenured full professor.

- Must bring a history of demonstrated success working effectively with faculty, staff and administrators to increase research and other sources of external funding, to recruit top notch talent, and to promote close collaboration and interprofessional activity and to promote mentoring and developing nursing faculty.

- Must possess outstanding interpersonal and communication skills and demonstrated success working effectively with senior leadership and a broad range of internal and external constituents.

- Ability to provide leadership for recruitment and retention of qualified students.

- Ability to provide leadership for recruitment and retention of a highly qualified faculty.

- Demonstrated skills and experience to lead a broad and intensive development program.

- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.
RESPONSIBILITIES:

The Dean of the School of Social Work reports to the Provost. The Social Work Dean is administratively responsible for providing leadership in academic, research, service, and advancement activities. The Dean will also maintain connections with local community agencies and social work and human service personnel and be a spokesperson for social work and social welfare concerns at the state, regional, and national levels.

MINIMUM QUALIFICATIONS:

- Bachelor’s and/or a master’s degree in social work and an earned doctorate in social work or a related field.
- Must possess a teaching and scholarship record commensurate with the rank of Professor.
- Must have a record of accomplishment and successful administrative leadership, preferably in academia.
- Must possess strong administrative credentials; exhibit a spirit of collegiality, collaboration, and fairness; demonstrate successful community engagement and effective fund-raising and sponsored research activities. As a community of knowledge-builders, we are looking for a productive and creative colleague who will bring new perspectives to the synthesis of practice and research and who is interested in leading faculty, staff, and students in cutting-edge scholarly, teaching, and service pursuits.
- Should have a well-defined vision of and commitment to social work education at all levels, the ability to promote and evaluate high standards of achievement in instruction and research, and the administrative skills to guide and implement a strategic plan involving all of the School’s stakeholders.
- Demonstrated skills and experience to lead a broad and intensive development program.
- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.
RESPONSIBILITIES:

The Dean of the University Libraries reports to the Provost. The Dean provides leadership, advocacy, and coordinates library public relations and fundraising activities. He/she plans, implements, and evaluates library services, collections, facilities and budget. Develop and maintain high quality academic and curricular resources in support of undergraduate and graduate programs. Provide proactive leadership in the development and implementation of new services and technologies. Continuously evaluate policies and procedures to ensure high quality library services to meet the needs of the faculty and students, both on campus and at a distance. Work with and support library faculty in their roles as librarians, teachers and scholars. Hire and develop personnel necessary to ensure and maintain quality library services. Build and maintain strong working relationships with other campus entities. Represent the Library on appropriate academic and administrative committees or councils. Scholarly activity, professional and community service as required by the University.

MINIMUM QUALIFICATIONS:

- MLS from an ALA accredited library school or equivalent experience and education; second master's or earned doctorate preferred from an accredited college or university in a curriculum area offered in the University System.

- Eight years library experience. Five years successful administrative experience in an academic library environment including supervising others.

- Record of planning skills, including budget management, goal-setting and strategic plan implementation. Record of increased management responsibility over the last five years.

- Excellent collaboration and negotiation skills, including the ability to work collaboratively with students, faculty, staff, alumni and the general public.

- Strong analytic and strategic skills in prioritization, resource allocation, and decision-making.

- Knowledgeable of implementation and utilization of library technology.

- Knowledgeable about current and emerging trends in higher education and library services.

- Exceptional interpersonal and communication skills.

- A deep commitment to recruiting and retaining a diverse faculty, staff, and student body.