

Job Opening

PIU is a Christ-centered, missional, community that prepares students with a biblical worldview for leadership and service in life, work & ministry in the community and around the world. As an ethnically diverse learning community, PIU seeks employees who are culturally, ethnically, and academically sensitive to the wide array of needs represented by our student body. Pacific Islands University is currently looking for candidates to fill the position of:

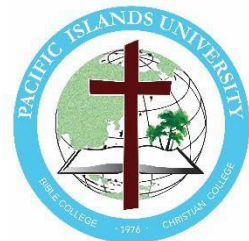
Academic Vice President

JOB DESCRIPTION:

The Vice President for Academics is the Chief Academic Officer directly responsible to the President for the development, coordination, and implementation of curricula and instruction at the University. He or she serves as adviser to the President on academic affairs and is on the Administrative Council of the University. The Vice President for Academics also collaborates and serves as head of the PIBC, PICC, Distance Education and Library departments.

REQUIRED SKILLS:

- Must have masters' degree with at least 3 years' experience directly related to Education Administration, Educational Leadership or in any related field. Earned doctorate degree is desirable.
- Demonstrated academic leadership, excellent communication and interpersonal skills, and good judgment.
- Ability to formulate and articulate sound policies and to identify, resolves, and consults on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities.
- Strong organizational and management skills.
- Record of teaching excellence, service, and scholarship commensurate with that of an experienced professor.
- Significant experience in academic administration, including experience in the development and administration of curriculum, budget, personnel, strategic planning, and the use of technology in higher education.
- Must possess the desire and ability to minister to students and staff.



Send your resume to hr@piu.edu

JOB DESCRIPTION

Job Title	Vice President for Academics
Location:	Guam
Reports to (Title):	University President
Classification:	Staff
Job Description:	<p>The Vice President for Academics is the Chief Academic Officer directly responsible to the President for the development, coordination, and implementation of curricula and instruction at the University. He or she serves as adviser to the President on academic affairs and is on the Administrative Council of the University.</p> <p>The Vice President for Academics also collaborates and serves as head of the PIBC, PICC, Distance Education and Library departments.</p>
Duties and Responsibilities:	<ul style="list-style-type: none"> • Oversees the colleges, academic department chairs (PIBC & PICC) and Distance Education. • Oversees the library department. • Oversees faculty and academic staff recruitment, review, and development activities. • Oversees assessment in the absence of the Director of Administration. • Collaborates with the department chairs in administering faculty evaluations. • Leads and encourages faculty in curricula and program design and review, insuring that they reflect the mission of the school and that they are as current as possible in terms of disciplines. • Works with finance departments to develop the academics budget. • Approves revisions to the catalog, faculty handbook (work with Admin Council) and other academic publications. • Acts as spokesperson for the faculty and academic chairs with regard to matters concerning the instructional program, budget proposals, and academic personnel policies. • Works with Administrative Council in developing and implementing academic strategic planning. • Works with Administrative Council in overseeing of all matters relating to accreditation. • Works with Administrative Council in overseeing academic and admissions standards and records in relation to the objectives, strategic plans, and accreditation of the University. • Serves as the TRACS liaison. • Serves on the Admissions Working Group. • Serves as an ex-officio member of all academic committees. • Teaches one course each semester. • Complies with all applicable FERPA regulations by refraining from sharing confidential student information and any personal issues shared by a student. Sharing with select personnel on a needs-to-know basis. • Performs other duties as assigned by the President
Job Qualifications:	<ul style="list-style-type: none"> • Must have masters' degree with at least 3 years' experience directly related to Education Administration, Educational Leadership or in any related field. Earned doctorate degree is desirable. • Demonstrated academic leadership, excellent communication and

	<p>interpersonal skills, and good judgment.</p> <ul style="list-style-type: none"> • Ability to formulate and articulate sound policies and to identify, resolves, and consults on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities. • Strong organizational and management skills. • Record of teaching excellence, service, and scholarship commensurate with that of an experienced professor. • Significant experience in academic administration, including experience in the development and administration of curriculum, budget, personnel, strategic planning, and the use of technology in higher education. • Must possess the desire and ability to minister to students and staff. • Must sign a statement of agreement with the institutional doctrinal statement. • Maintains presence on campus equal to 40 hours per week for full time employee. • Must provide a pastoral reference that shows an exemplary Christian testimony and active participation in a local church fellowship.
Hours / Overtime:	40 hours / Overtime Exempt
Compensation	<ul style="list-style-type: none"> • \$35,000 annual salary • Health insurance