Position Description

Position Title:
Associate Vice Chancellor for Global Network Academic Planning

Band: 55

Reports to:
Linda Mills, Vice Chancellor for Global Programs and University Life

Position Summary:
The Associate Vice Chancellor for Global Network Academic Planning will be responsible for the coordination of curricular, pedagogical and scholarly engagement across the global network, emanating for the most part, but not exclusively, from NY. Working closely with the Office of Global Programs, the academic leadership at the sites, all the global committees but particularly the Site Specific Advisory Committees as well as the provosts' offices in New York, Abu Dhabi and Shanghai and the relevant deans and department chairs, the Associate Vice Chancellor for Global Network Academic Planning will help build/tailor academic offerings, including undergraduate and graduate courses/programs, conferences, research and other academic programming to ensure that NYU students and faculty benefit from the wide array of academic opportunities presented by the global network. Assessment of the academic activities across the GNU will also be included in this academic planning portfolio. This coordination role is designed to enhance academic connectivity between the portal campuses, the sites and across NYU's Global Network while efficiently deploying NYU's resources.

Required:
Senior full-time continuing contract faculty or tenured faculty in New York.

Required Experience:
3 years progressively responsible experience in academic administration or an equivalent combination. Leadership roles on/participation in faculty committees. Experience successfully managing curricular change with faculty chairs and members. Proven ability to manage complex projects and deliver results, as well as experience working in a global context.

Preferred Experience:
Language skills relevant to our portal campuses and global sites.

Required Knowledge, Skills and Abilities (include unique competencies, certification, licenses, etc.):
Ability to work in a fast-paced and dynamic environment. Good judgment, tact, diplomacy, discretion and ability to maintain confidences are essential. Prior curricular development experience with operational and staff supervision. Excellent communication, interpersonal, networking, leadership organization and multitasking skills. Excellent written and verbal communication skills are also required, along with strong presentation skills. Ability to communicate sensitive information verbally and in writing to individuals at all levels. The incumbent must be able to appropriately respond to highly sensitive and confidential situations in person, via telephone or via e-mail. Strong ability to translate priorities into action plans. S/he will also be technologically adept and able to work across multiple time zones. Bilingual skills helpful. Moderate travel required.